

# **Listing and Coverage:** A Survival Guide for the Field Representative



## **Volume I** **Current Surveys Listing and Coverage**



**Form 11-8**  
**Listing and Coverage:**  
A Survival Guide for the  
Field Representative

**Volume I**  
Current Surveys Listing and Coverage

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# Introduction

## Purpose

*Form 11-8 Listing and Coverage: A Survival Guide for the Field Representative* provides Census Bureau Field Representatives (FRs) with the 2000 Redesign listing and coverage procedures. Due to automation and other technological advances, listing and coverage procedures are organized into two manuals:



*Form 11-8 Volume I, Current Surveys Listing and Coverage*



*Form 11-8 Volume II, Demographic Area Address Listing (DAAL)*

**Form 11-8 Volume I** – provides listing and coverage procedures for current surveys at time of interview and contains instructions for handling and maintaining the various paper forms (non-automated) used for current surveys.

**Form 11-8 Volume II** – provides instruction for electronic listing and mapping (automated) via laptop computer.

## Structure and Organization

This manual is divided into a series of chapters and each chapter is divided into a series of modules. The following describes the numbering system used in this manual:

- Chapters are numbered sequentially, for example Chapter 1, Chapter 2, and so forth.
- Modules are numbered sequentially within chapters and the module number is a compound number consisting of the chapter number and module number. For example, the first module of Chapter 1 is numbered 1.1.
- Pages are numbered sequentially within modules. However, page numbers do not carry module or chapter numbering. Information is organized and navigated by module number, not page number.

## **What This Manual Contains**

**Chapter 1- Listing and Coverage for Current Surveys** – covers sample redesign, listing and coverage terminology, and provides listing and coverage procedures generic to the four segment types.

**Chapter 2 - Unit Segments** – covers specific procedures for listing and coverage in unit segments. Listing and coverage for single and multi-unit structures are described and special situations at time of interview is reviewed.

**Chapter 3 - Permit Segments** – covers specific procedures for listing and coverage in permit segments. Initial listing activities and procedures for verifying previously listed addresses is covered. Special situations at time of interview are also reviewed.

**Chapter 4 - Area Segments** – covers special situations at time of interview for current surveys area segment assignments. [Listing in area segments is an automated procedure and covered more completely in *Form 11-8 Volume II.*]

**Chapter 5 - Group Quarters (GQ)** – covers procedures for interviewing GQs based on various listing methods, as well as, special situations at time of interview for GQs in area and GQ segments. [Listing GQs is an automated procedure and covered more completely in *Form 11-8 Volume II.*]

**Appendix A - Form 11-3 Unit/Permit Listing Sheet**

**Appendix B - Form 11-12 Multi-Unit Listing Aid (MULA)**

**Appendix C - Form BC-1718 (ADP), Incomplete Address Locator Actions**

**Appendix D - Form 11-187 Permit Sketch Map**

**Appendix E - Form 11-36 INTER-Field COMMunications (INTER-COMM)**

**Appendix F - Table of GQ Types** – detailed list of GQs by type code and description.

**Appendix G - Distinguishing Group Quarters From Housing Units at Time of Interview** – a job aid for distinguishing GQs and HUs.

**Appendix H – Valid Interview Outcome Codes** - a list of outcome codes for current survey assignments.

**Appendix I – Control Numbers-Definitions and Uses**

**Appendix J – Multiple Segments at the Same Basic Address**

**Appendix K – Unit Segment Single Unit Resource Card**

**Appendix L – Unit Segment Multi-Unit Resource Card**

**Appendix M – Unit Segment Helpful Checklist Card**

**Glossary** – an alphabetical list of terms relating to listing and coverage procedures for current surveys.

**Index** – an alphabetical list of topics, keywords, and synonyms used in this manual.

## Typographic Conventions

The following typographical conventions are used in this manual:

⇒ **Bold** text identifies a paragraph tag. A paragraph tag is used to emphasize introductory terms. For example:

**Index** – an alphabetical list...

⇒ *Italicized* text identifies new terms introduced, document titles (forms and manuals), and is used for emphasis when required.

⇨ **Courier Bold** identifies words that can be read from the computer monitor.

⇨ <Carets> identify keys on the keyboard. For example:

Press the <F5> edit function key.

Screening (light color shade screen) is used to highlight important text such as notes.

## Updating This Manual

Anytime an update to this manual is required, the entire module affected will be replaced. Check the module issue date in the lower left corner of each module page to ensure that you have the latest module release.

# Chapter 1: Listing and Coverage for Current Surveys



- 1.1 Census 2000 Sample Redesign
- 1.2 Listing and Coverage Terminology
- 1.3 Locating Basic Street Addresses

**1.1****Census 2000 Sample Redesign****Topics In This Section**

<i>Overview</i> .....	1
<i>Organizing the U.S. Sample Population</i> .....	1
<i>Primary Sampling Unit (PSU)</i> .....	2
<i>Using PSUs and Frames</i> .....	4
<i>Frame Determination</i> .....	4
<i>Segment Determination</i> .....	6
<i>Current Surveys Conducted</i> .....	9
<i>Two Types of Field Procedures for Collecting Survey Data</i> .....	9
<i>Basic Field Procedures</i> .....	10

**Overview**

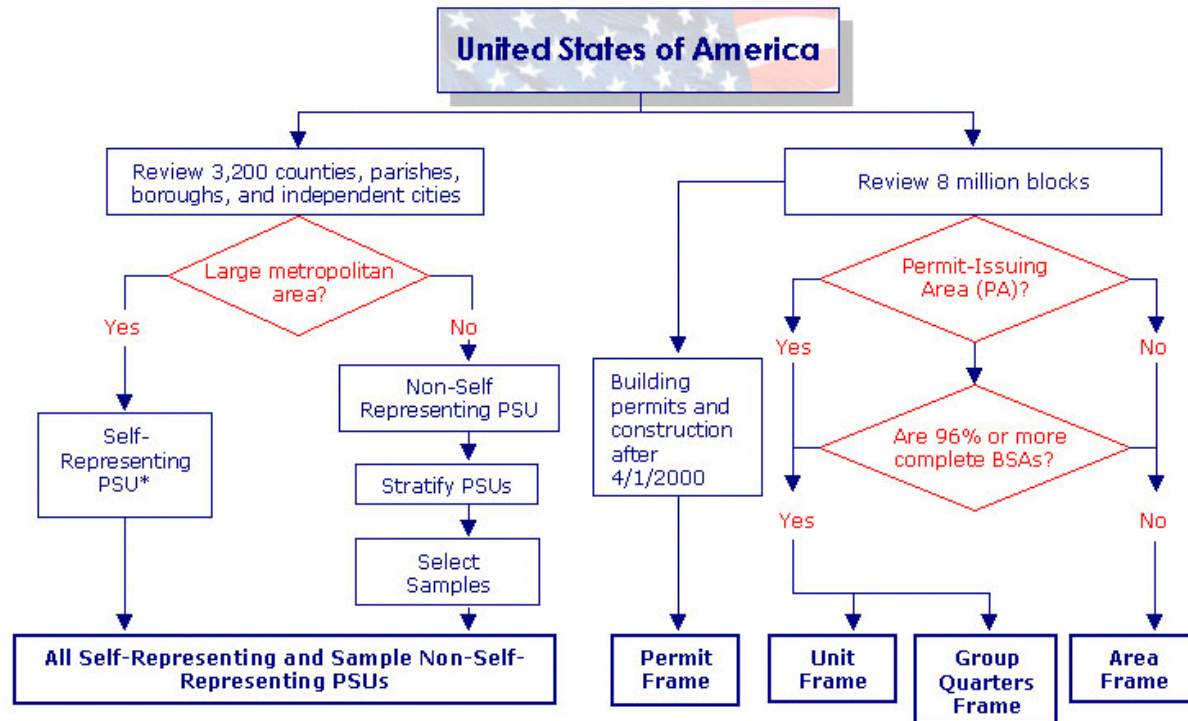
Every ten years the samples for the current demographic surveys are redesigned. Sample redesign takes advantage of the most recent decennial census, which provides the most complete and up-to-date residential and demographic information as of Census day, April 1.

The sample redesign process is outlined to demonstrate how units come to be included in sample assignments.

**Organizing the U.S. Sample Population**

The first step in the redesign process is to organize the U.S. sample population (Figure 1.1-1). The population is organized by:

- Primary Sampling Units (PSUs)
- Frames



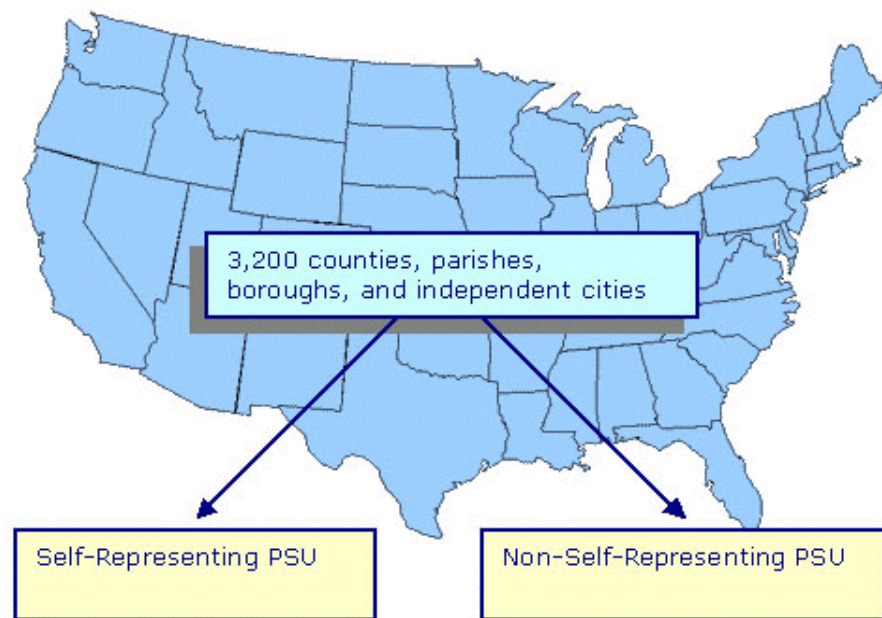
**Figure 1.1-1** Organizing the U.S. Sample Population

## Primary Sampling Unit (PSU)

*Primary Sampling Units (PSUs)* are derived from the approximately 3,200 counties, parishes, boroughs, and independent cities in the United States (Figure 1.1-2). They are then assigned to a specific strata or division within that PSU.

A PSU is identified as being either:

- Self-Representing (SR), or
- Non-Self-Representing (NSR)



**Figure 1.1-2** Organizing the Sample Population into PSUs

*Self-Representing (SR) PSU*

A *Self-Representing (SR)* PSU commonly describes large metropolitan areas such as New York City, Chicago, Los Angeles, etc. County and geographic components in the metropolitan area are also included.

A SR unit is the only sample in the stratum and represents only itself. This ensures that the units within the sample are included with certainty.

*Non-Self-Representing (NSR) PSU*

A *Non-Self Representing (NSR)* PSU includes non-metropolitan areas, such as adjacent counties, townships, independent cities, parishes, boroughs, or census divisions in some states. Once they are defined, they are stratified or grouped into divisions with common characteristics, such as employment rates, income levels, racial composition, and so forth.

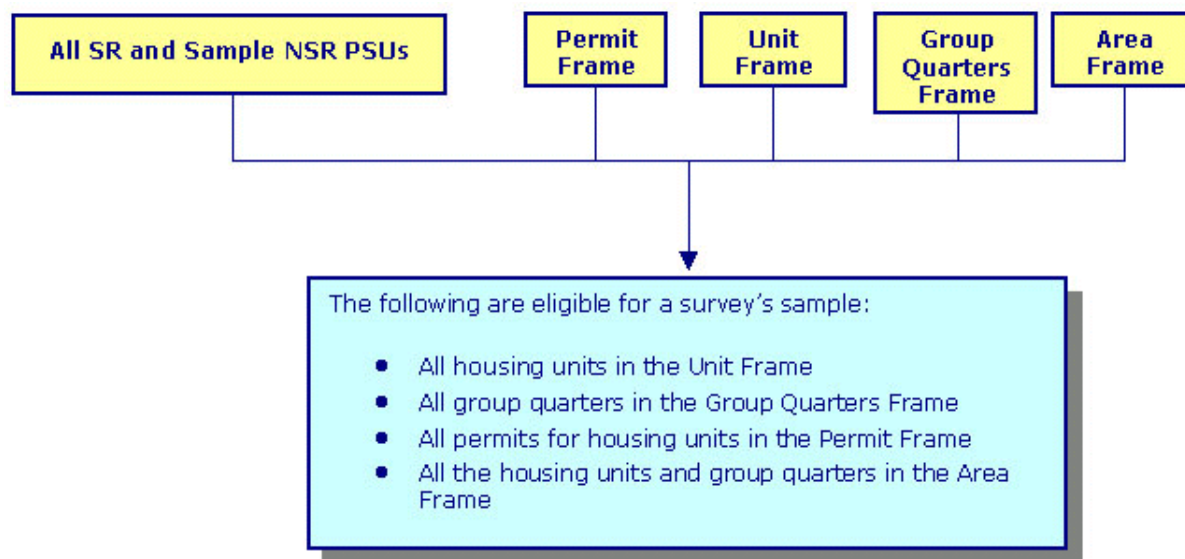


**PSU Code**

Sample units in your assignment are assigned an administrative or field PSU code. The PSU code is a five-digit code that identifies the state and county where the sample is located.

**Using PSUs and Frames**

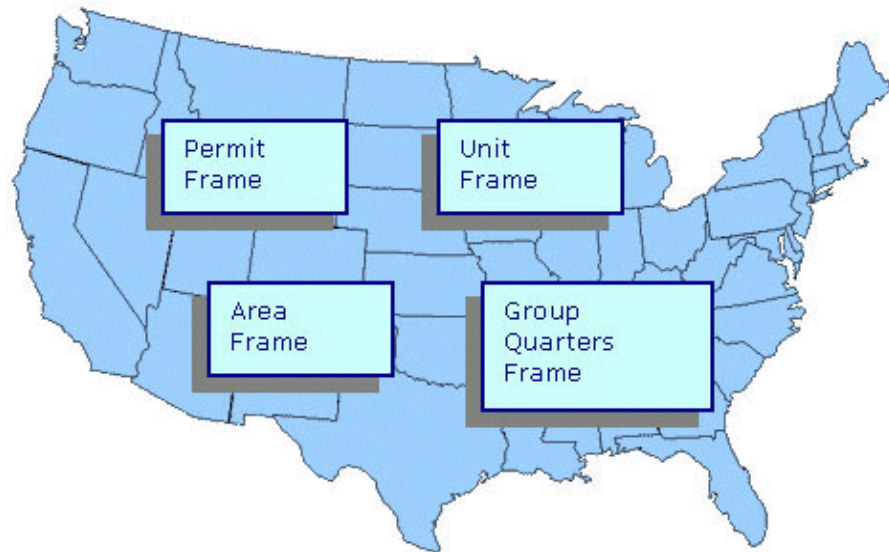
The housing units (HUs) and group quarters (GQs) that are eligible to be samples for the various surveys are determined from the SR, sample NSR PSUs, and frames (Figure 1.1-3).



**Figure 1.1-3** Identifying the Housing Units and Group Quarters Eligible for Sample

**Frame Determination**

Independently of defining, stratifying, and selecting PSUs, the U.S. is organized into four frames from which samples are selected: area, permit, unit, and group quarters (Figure 1.1-4).



**Figure 1.1-4** Organizing the Sample Population into Frames

#### *How to Determine Frames*

There are approximately 8 million blocks in the U.S. and each is screened by two primary characteristics:

1. Is the block in a permit-issuing area (PA) or a non-permit-issuing area (NPA)?
2. Do at least 96% of the residential basic street addresses (BSAs) in the block have a house number and street name, that is a complete address? This is based on the listing of BSAs in the Master Address File (MAF).

#### *Unit Frame*

For the unit frame:

- All blocks are within permit-issuing areas.
- At least 96% of the addresses in the block are complete (have a house number and street name).
- Comprises three-fourths of the 8 million blocks in the U.S.

*Area Frame*

For the area frame:

- Blocks are within non-permit issuing areas.
- Fewer than 96% of the addresses in the block are incomplete.
- Comprises one-fourth of the 8 million blocks in the U.S.

*Permit Frame*

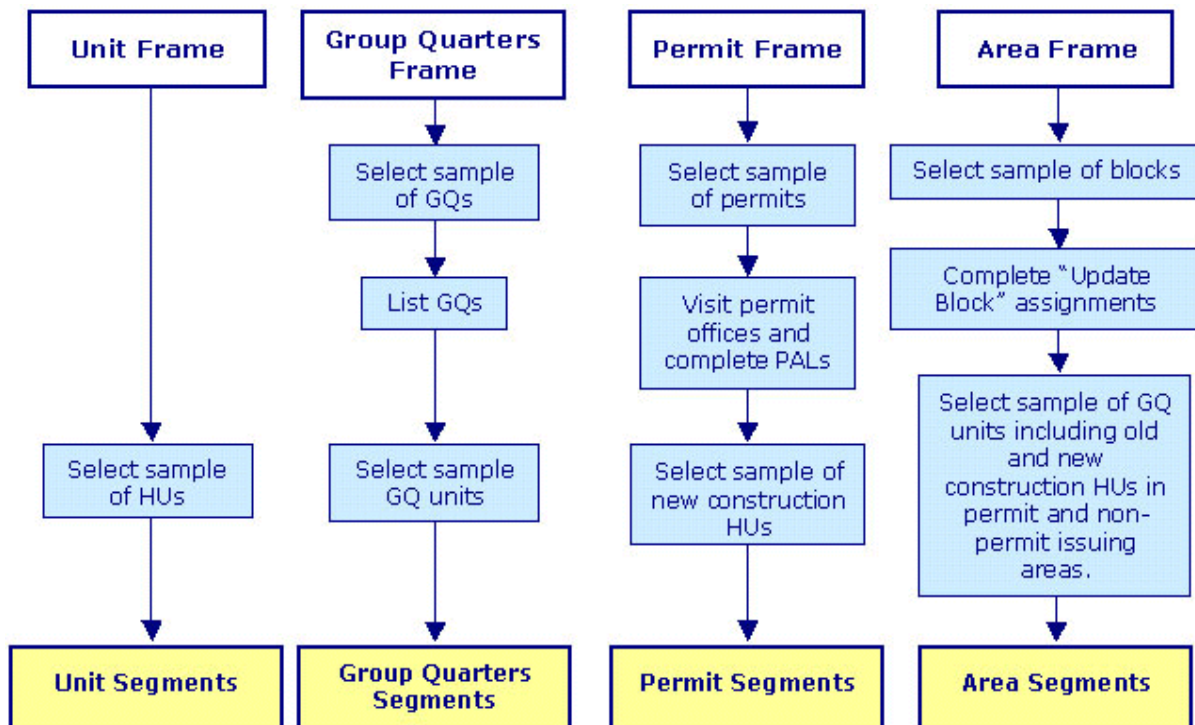
The permit frame includes all permits issued by Building Permit Offices (BPOs) for new construction built since Census 2000, or April 1, 2000.

*GQ Frame*

The GQ frame incorporates all the Group Quarters (GQs) within the blocks of the Unit Frame. GQs are identified on the MAF from Census 2000.

**Segment  
Determination**

Once the four frames have been determined, sample units are selected from within the PSUs that have been defined, stratified, and selected for a survey. The survey's sample of units are then organized into segments according to the frames from which they are selected (Figure 1.1-5). Finally, sample designations are assigned to the sample units within each segment.



**Figure 1.1-5** Creating Segments from Frames

### *Area Segments*

Before going from area frame to area segment, the update block process must be completed.

### *Update Block Process*

The *update block process* updates the existence and location of all the housing units in a sample block selected from the area frame. In addition to updating all the HUs in the block, the process also updates the existence and location of all the GQs in the block.

### *Area Segments in Permit-Issuing Areas*

From the updated area frame blocks in permit-issuing areas, a sample of HUs and GQ units is selected to form area segments. Only old construction HUs in the block are eligible for sample selection. New construction HUs are included with permit segments. All civilian, non-institutional GQ units, new or old construction, are eligible for sample selection.

*Area Segments in Non-Permit-Issuing Areas*

From the updated area frame blocks in non-permit-issuing areas, a sample of HUs and GQ units is selected to form area segments. All HUs in the block are eligible for sample selection, including old construction (enumerated in Census 2000) and new construction (built since Census 2000). All civilian, non-institutional GQ units are eligible for sample selection.

*Unit Segments*

HUs selected for sample from the Census 2000 MAF for unit frame blocks are assigned in unit segments. The sample units may be all single unit BSAs, unit designations within one or more multi-unit BSAs, or a combination of single and multi-units.

*Permit Segments*

From the permit frame, Building Permit Offices (BPOs) in sample PSUs are selected. Within each sample BPO, a sample of permit months or permits is then selected. A FR visits the BPO and completes a Permit Address Listing (PAL) for the sample.

From the PAL listings a sample of new construction HUs is selected and organized into permit segments. Permit segments may occur in unit and permit-issuing area segments. GQs are not eligible for PAL listing or permit segments.

*Group Quarter Segments*

From the GQ frame, a sample of GQs is selected. FRs list the GQ units in these GQs. Samples of GQ units are then selected from the GQ listings and organized into GQ segments.

## **Current Surveys Conducted**

The following demographic surveys have area segments in their samples:

- American Housing Survey - Metropolitan Sample (AHS-MS)
- American Housing Survey - National Sample (AHS-N)
- Consumer Expenditure Diary Survey (CED)
- Consumer Expenditure Quarterly Interview Survey (CEQ)
- Current Population Survey (CPS)
- National Health Interview Survey (NHIS)
- National Crime Victimization Survey (NCVS)
- State Children's Health Insurance Program (SCHIP)
- Survey of Income and Program Participation (SIPP)

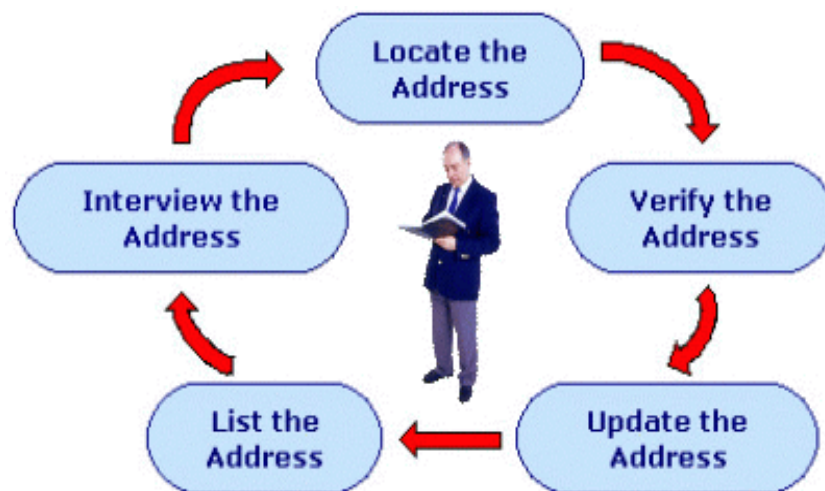
## **Two Types of Field Procedures for Collecting Survey Data**

As a Field Representative (FR), you are required to perform various automated and non-automated field procedures.

1. *Computer Assisted Personal Interview (CAPI)* interviewing is automated and conducted using the laptop.
2. *Paper and Pencil Interview (PAPI)* interviewing is non-automated and conducted using paper survey forms.

## Basic Field Procedures

There are five basic field procedures (Figure 1.1-6). Depending upon which segment you are working with, you may conduct one or more of the procedures. For example, an area segment assignment will typically only involve locating and interviewing the address.



**Figure 1.1-6** Common Field Procedures\*

\*It is important to note the procedures to be completed are dependent upon the segment assignment.

1. Locating Addresses is the process of finding the place, site, or limits of a basic street address (BSA) and the applicable sample unit.
2. Verifying Addresses is the process of confirming BSA information by visual observation, asking reliable sources, and making any necessary changes.
3. Updating Addresses is the process of correcting, adding, deleting, or modifying sample unit information after verification.

4. Listing Addresses is the process of entering the BSA or descriptive information either on paper, listing forms, or in the laptop computer.
5. Interviewing Sample Units is the process of gathering information and data for current surveys.



## 1.2

## Listing and Coverage Terminology





### Topics In This Section

<i>What are Structures?</i> .....	1
<i>What are Living Quarters?</i> .....	1
<i>What are Housing Units?</i> .....	2
<i>What are Group Quarters (GQs)?</i> .....	3
<i>Mobile Home and Mobile Home Park</i> .....	4

### What are Structures?

A *structure* is a separate building that either has open space on all sides (no other building is attached to it), or is separated from other structures by a dividing wall that extends from ground to roof.

Consider the following residential buildings to be separate structures if the common wall between them goes from ground to roof:

-  Double houses,
-  Duplex houses,
-  Row houses, or
-  Houses attached to non-residential structures.

### What are Living Quarters?

*Living quarters* are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a non-traditional tent, boat, or container. Living quarters may be occupied or vacant.

Living Quarters Are:	
✓	Intended for residential occupancy,
✓	Located within traditional or non-traditional places, and
✓	Occupied or vacant.

Living quarters are considered occupied if it is the usual place of residence of the person or group of individuals living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. The occupants may be a single family, one person living alone, two or more families living together, or any group of related or unrelated individuals who share living arrangements.

## What Are Housing Units?

A *housing unit* is a house, an apartment, a mobile home or trailer, a group of rooms, or a single room occupied as separate living quarters or, if vacant, intended for occupancy as separate living quarters.

**Separate Living Quarters** – those units in which the occupants live separately from any other individuals in the building and that have direct access from outside the building or through a common hall or lobby.

**Direct Access** – separate living quarters have direct access when an occupant can either:

- Enter the living quarters directly from the outside of the structure, or
- Enter the living quarters from a common hall or lobby that is used by occupants of more than one unit. The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

## What Are Group Quarters (GQs)?

*Group Quarters* (GQs) are a type of living quarters where the residents share common facilities or receive authorized care or custody. A GQ is not a housing unit by definition. There are three categories of GQs—institutional, non-institutional, and military housing.



See Appendix F for a complete list of GQs by type code and description.

**Institutional GQs** – house people who, in most cases, stay involuntarily and are not allowed (or able) to come and go without receiving permission. For example, federal detention centers or federal prisons.

**Non-institutional GQs** – house people who stay voluntarily and are allowed to come and go without receiving permission or assistance. For example, college dormitories, convents, or monasteries.

**Military GQs** – house active duty armed forces personnel.

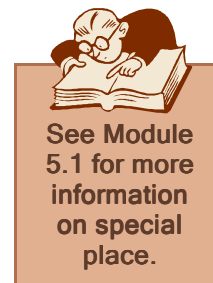
For current survey purposes, we are only interested in interviewing civilian non-institutional units within GQs.

### *Embedded Housing Unit*

An *embedded housing unit* is a type of living quarters that has direct access and its occupant(s) or intended occupant(s) live separately from the residents of the GQ. It has the same basic street address as the GQ. It is a room or apartment for resident staff, such as the GQ manager or administrator, a house-parent, a dorm director, a counselor, or any person who supervises or in some way maintains the orderly functioning of the GQ and its residents. It is embedded because it is within the GQ.

### *Freestanding Housing Unit*

A *freestanding housing unit* is a type of living quarters that is associated with a GQ, but physically separate from the group quarters. Both are part of the same special place. An example of a freestanding housing unit is the president's house at a college.



### **Mobile Home and Mobile Home Park**

A *mobile home* is a type of living quarters originally constructed to be towed on its own chassis. However, a mobile home can also have a permanent foundation and may be connected to utilities.

<b>A Mobile Home Park Can Consist of:</b>	
✓	Five or more mobile home sites under a single ownership or management.
✓	A group of mobile homes parked on common property that is operated under a single management or homeowners' association.

A group of mobile homes or sites, regardless of the number, is not a mobile home park if the group does not have a single management or association, and the group does not have common properties or facilities.

## 1.3




## Locating Basic Street Addresses

### Topics In This Section

<i>Complete Basic Street Address</i> .....	1
<i>Incomplete Basic Street Address</i> .....	1
<i>When You Can't Locate the BSA</i> .....	1
<i>When You Can't Find the House Number</i> .....	3
<i>After You Locate a Hard-to-Find Basic Address</i> .....	4
<i>Correcting Basic Street Addresses</i> .....	4

### Complete Basic Street Address

A *complete basic street address* consists of a house number and a street name. A basic street address (BSA) can identify:

-  One or more structures,
-  One or more units within a single structure, or
-  One or more units in part of a structure.

For complete BSAs, you may not receive any materials to aid you in locating your assignment.

### Incomplete Basic Street Address

An *incomplete basic street address* is an address that is missing either a house number or a street name. An incomplete BSA may require additional resources and procedures to locate.

### When You Can't Locate the BSA

If you are having difficulty locating the basic street address, try the tips for locating addresses presented in the following topics.

*Make Inquiries*

Ask for help from a knowledgeable person such as a:

- Real estate agent,
- Letter carrier,
- Taxi driver,
- Local merchant,
- Gas station attendant,
- Police officer or firefighter,
- Longtime resident in the area, or
- Local government employee (in tax assessor's office or town hall).

*Use County and Local Street Maps*

Try to obtain a current detailed street map from one of the sources listed above, if you feel that it will aid you in finding the address.

*Check Street Name*

Below is a checklist to aid you in verifying street names.

Verifying Street Names:	
✓	Check for <i>spelling differences</i> between the street name listed on the listing sheet and the street name posted on the street sign or map.
✓	Check for possible <i>transcription or keying errors</i> .
✓	Check for <i>street name changes</i> that may have occurred since the previous listing.

## **When You Can't Find the House Number**

If you are unable to find the house number, try the tips in the following topics to help you find the BSA.

*Have You Traveled in the Right Direction?*

Make sure you are on the correct end of the street. If a street name includes a direction indicator such as North, W, or SE, make sure that you are either on the correct street or on the correct part of the street.

*Can You Identify the Main Entrance?*

The *main entrance* of a structure is the entrance for which the address of the building is given. For example, if a structure's address is 11508 Bolling Court and the structure has two entrances—one facing Bolling Court and one facing Herring Lane—the main entrance is the one facing Bolling Court.

*Have You Canvassed the Area Thoroughly?*

As you systematically travel through the area where the basic address should be located, look for:



Properties not visible from the street,



Entrances from side roads or alleys, through the rear of buildings, or through an outside stairway, or



Units located above a store or garage.

*Have You Checked for Multiple Addresses?*

Be aware that a structure may use more than one address, for example, a corner lot duplex structure or a multi-unit structure where each unit uses a separate house number.

*Have You Checked for Assigned House Number Change?*

Check with neighbors, local post office employees, or employees in local tax assessor's offices to verify whether or not the assigned house number has changed or was given to you incorrectly. Call your Regional Office (RO) for further instructions.

## **After You Locate a Hard-to-Find Basic Address**

When you find a BSA (complete or incomplete) that was difficult to locate, provide information that will be helpful to another FR to find the address.

### **To identify a hard-to-find address, do the following:**

- 1** Prepare an INTER-COMM (Figure 1.3-1) giving directions to the basic address.
- 2** Draw a map with directions to the BSA and place it in the segment folder (if provided).
- 3** For Computer Assisted Personal Interviewing (CAPI) surveys, enter the directions in the Notes section.

## **Correcting Basic Street Addresses**

If you locate a complete BSA and the house number or street name has changed, or you locate an incomplete BSA, correct the address on any listing materials you have including:

- Control Card(s)
- Survey Questionnaire(s)
- Unit/Permit Listing Sheet(s)
- Multi-Unit Listing Aid(s)
- Case Management display screen



**To correct a BSA on Form 11-3 (Unit/Permit Listing Sheet) or Form 11-12 (Multi-Unit Listing Aid), do the following:**

- 1** Line through the original entry and enter the correct entry above it.
- 2** Enter "Obtained complete address" and the date in the Footnotes section.

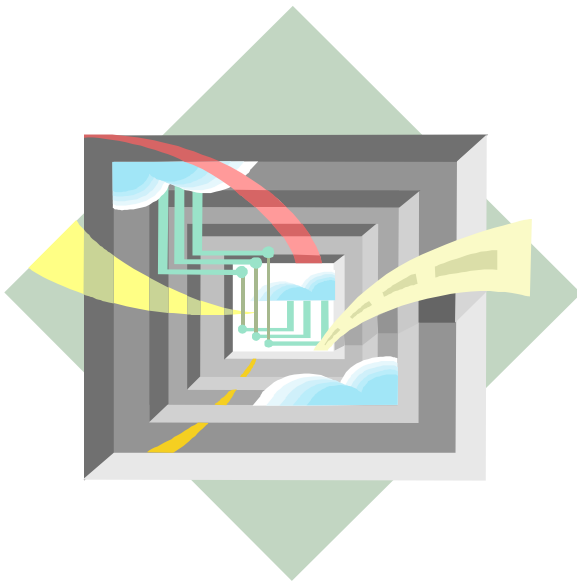
**Line through the original entry and enter the correct address.** →

**Annotate the correction in the Footnotes.** →

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 23	PSU 32009	Segment and suffix 1243	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment <b>PERMIT</b>		Expected number of units <b>1</b>	
Address <del>119</del> LONGFELLOW STREET								Permit office name BOSTON			
Post office name BOSTON		State MA	ZIP Code 02220	Urban or rural URBAN	Permit date of issue Year: 2001, Month: 05, Day: 08			PAL sequence number 680461342			
County					Permit number (or BSAID or SPID/SQID) 1402				Combined address NO		
PAL keyed remarks Kelley & Sons Construction											
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)					
1				Q26	01						
Footnotes											
<i>Obtained complete address 7/24/2002</i>											

**Figure 1.3-1** Correcting a Form 11-3 Unit/Permit Listing Sheet

# Chapter 2: Unit Segments



- 2.1 Overview: Unit Segments
- 2.2 Locating the Unit Segment BSA
- 2.3 Single Units in Unit Segments
- 2.4 Multi-Units in Unit Segments
- 2.5 Multi-Unit Special Situations

## 2.1

## Overview: Unit Segments

### Topics In This Section

<i>What is a Unit Segment?</i> .....	1
<i>Why Do We Have Unit Segments?</i> .....	1
<i>Materials Needed for Assignments</i> .....	1

### What is a Unit Segment?

A *unit segment* consists of one or more basic addresses selected from the most recent Census files. Unit segments are usually found in urban areas of the country and contain both complete and incomplete addresses, but mostly complete addresses.

### Why Do We Have Unit Segments?

Sample designers sort housing units by their demographic and economic characteristics. This is very useful when survey sponsors want to ensure a representative sample of households with specific demographic or economic characteristics.

### Materials Needed for Assignments

You will use some or all of the following materials when completing unit segment assignments:

*Form 11-12, Multi-Unit Listing Aid (MULA)*

A MULA will list all units at a multi-unit address. Unlike the 1990 design, this listing will contain sample and non-sample units for all addresses, regardless of size. It will be produced the first time a multi-unit address is in sample for a particular segment.



See Module 2.4 for more information on the MULA.

*Form 11-3, Unit/Permit Listing Sheet*

The Unit/Permit listing sheet will be included if an FR previously relisted a multi-unit address. Your RO will make a copy of the relisting and include it in the folder for your reference.

*Locator Materials*

If an address is incomplete or a multi-unit address contains a sample unit with a missing or duplicate unit designation (and there is information to help identify the unit), there may be locator materials (maps, mapspot numbers, physical descriptions, Incomplete Address Action Form) provided to help you find the unit.

*Segment Folder*

A segment folder is produced the first time any materials are needed in a unit segment. Segment folders are not produced for unit segments with only single units with complete addresses.

If directions to the segment are not already entered in the Remarks section on the front of the segment folder, use this section to enter directions to the segment from a nearby intersection.

*ALMI Reference Mode*

The Automated Listing and Mapping Instrument (ALMI) reference mode is available through interview Case Management for all CAPI surveys. The ALMI reference mode allows you to open electronic county, block, and tract maps, as well as view the addresses listed in a block, to help you locate sample units and apply coverage procedures for EXTRA units, mergers, and so forth. The ALMI reference mode will not allow for updates to addresses and geographic data at the time of interview. (As this instrument is developed, more information will be added to the manual).

2.2

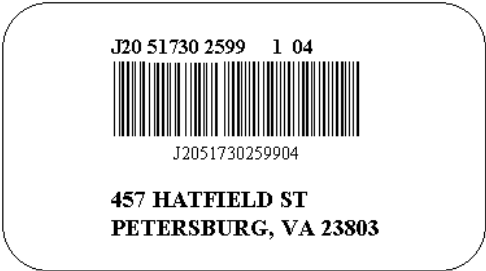
Locating the Unit Segment BSA

Topics In This Section

<i>Which Materials Show the Basic Street Address?</i>	1
<i>Locating a Complete Basic Street Address</i>	3
<i>Locating an Incomplete Basic Street Address</i>	3
<i>Tips for Locating Unit Segment Addresses</i>	4
<i>What If I Can't Find the Basic Street Address?</i>	6

**Which Materials  
Show the Basic  
Street Address?**

For PAPI surveys, you can find the address on the control card label (Figure 2.2-1).



**Figure 2.2-1** Control Card Label

For CAPI surveys, you can find the address on your Case Management screen (Figure 2.2-2).

**Look for the address in the Assignment pane address block.**

**Look for the address in the Assignment tab address section.**

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
06007 1196 Q19 03 101 00	15 WOODCREST DR	DROVILLE	95966				04	999
06007 1199 Q19 03 101 00	85 RANCHO VISTA DR 51	DROVILLE	95965		?		05	999
06007 1299 Q19 03 101 00	2731 SAN JOSE ST	CHICO	95926				01	999
06007 1399 Q19 03 101 00	761 ROBINSON ST	DROVILLE	95965				01	999
06007 2198 Q19 03 101 00	584 PLUMAS AVE	DROVILLE	95965				01	999
06007 2297 Q19 03 101 00	1090 COLUMBUS AVE 9	CHICO	95926				01	999
11001 1199 Q20 03 101 00	5210 E ST SE 4	WASHINGTON	20019				01	999
11001 2199 Q20 03 101 00	1115 V ST NW	WASHINGTON	20009				01	999
12011 1197 Q20 03 101 00	3821 ENVIRON BLVD 604	FORT LAUDERDA	33319				01	999
12011 1296 Q20 03 101 00	4770 NE 15TH TER	FORT LAUDERDA	33334				01	999
12011 1299 Q20 03 101 00	6841 PEMBROKE ROAD 3	HOLLYWOOD	33023				01	999

Row 14 of 33

**Figure 2.2-2** CAPI Case Management Screen

For multi-unit addresses in unit segments, you can also find the BSA at the top of the *Form 11-12, Multi-Unit Listing Aid (MULA)*, Figure 2.2-3.

**Look for the address in the MULA address block.**

FORM 11-12 (7-20-2000)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey
								32	06037	1977	CPS
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units	
								601200	5014	12	
Address								State		County	
13728 Hwy 78								CA		Los Angeles County	
Nowhere, CA 90000											
Live No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)	Live No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)				

**Figure 2.2-3** Form 11-12, Multi-Unit Listing Aid (MULA) Address Block

## Locating a Complete Basic Street Address

For single units with complete addresses, you will not receive any materials to help you locate a complete basic street address.

For multi-units with complete addresses and no missing or duplicate sample units, you will receive the MULA, but no additional locator materials.




## Locating an Incomplete Basic Street Address

If an address in sample for a unit segment is incomplete, you will receive a *Form BC-1718 (ADP) Incomplete Address Locator Actions* (Figure 2.2-4) with additional information that may help you find the address.

FORM BC-1718 (ADP) (04/06/01)				U.S. Department of Commerce Bureau of the Census	
2000 SAMPLE REDESIGN INCOMPLETE ADDRESS LOCATOR ACTIONS					
SECTION I - IDENTIFICATION					
Survey CPS	Sample A62	County 149	BSAID	Block 215	MAFID
Sample Date 200403	Tract/BNA 3741	RO 25	PSU 18149	Segment 6599	Serial #
SECTION II - NPC LOCATOR REVIEW/RESULTS					
1. Incomplete Basic Address BEFORE NPC Review:					
Address: MAIN STREET					
Post Office: Jackson City State: IN ZIP: 47052					
2. Address AFTER NPC Review:					Expected # Units
Address: RR Box 101 Main Street					15
Post Office: Jackson City State: IN ZIP: 47052					
3. 2000 Census Household Name:					
4. Locator Materials NPC is providing Field:					
<input checked="" type="checkbox"/> Printout of Addresses for Entire Block					
<input type="checkbox"/> Printout of Addresses for Part of Block					
<input type="checkbox"/> Unit/Permit Listing Sheet for					
Clerically Combined Multi-Unit					
SECTION III - ACTIONS THE RO/FR MUST PERFORM					
To locate the sample unit:					
<input checked="" type="checkbox"/> Use Locator Materials Enclosed					
<input type="checkbox"/> Use Single Unit. Complete Address Information in II.2 Above					
<input type="checkbox"/> Use Multi-Unit Listing Sheet Enclosed					
<input type="checkbox"/> Use Multi-Unit Listing Sheet, previously sent to you for:					
Sample:					
Sample Date:					
<input type="checkbox"/> Other - Specify:					
REMARKS/COMMENTS					

**Figure 2.2-4** Form BC-1718 (ADP), Incomplete Address Locator Actions

You may also receive one or more of the following:

-  A list of addresses for the block.
-  A block map with information about the location of the unit.
-  A corrected MULA.

**If you locate the BSA and can get a complete address, do the following:**

- 1** Correct the address—
  - For CAPI surveys, correct the address in Case Management.
  - For PAPI surveys, correct the address on the control card and survey questionnaire.
  - For Multi-unit BSAs, correct the address on the MULA and enter the following in the Footnotes section:  
*"Obtained complete address".*
- 2** Prepare an INTER-COMM explaining the update and identifying the steps taken to verify the change.

**Tips for Locating Unit Segment Addresses**









Most of the unit segment addresses came from the Census 2000. Incorrect spelling of street names, incorrect ZIP codes, and incorrect block numbers may occasionally make it difficult for you to find an address.



<b>If...</b>	<b>Then...</b>
The street name is spelled incorrectly	Correct the spelling in Case Management or on the control card.
The street name has changed	Verify the change with at least two sources, such as longtime residents or local post office employees, and then correct the street name.
The street name has an incorrect or missing street type (Ave., Ct., Dr., and so forth) or direction (N, W, NE, SW, and so forth)	Check with your RO to get approval to make this change, as the corrected address may already have had a chance of selection.
The ZIP code is incorrect, the Post Office name will also be incorrect. (See below.)	Verify the correct ZIP code with at least two sources and check with your RO to get approval to make this change.

If someone recorded his ZIP Code as 91364 when it should have been 91346, the address would be listed in Woodland Hills, CA instead of Mission Hills, CA. Keep this in mind if you can't find a street where you expect it, but can locate it nearby.

When locating addresses, canvass the area thoroughly. Look for units that are:

-  Not visible from the street,
-  Accessible through an alley or side road,
-  Down a flight of stairs,
-  Above a store or garage,
-  Uninhabitable,
-  Demolished,
-  Out of house number order, or
-  In a structure with two or more addresses. (For instance, each unit in a multi-unit structure may have a separate house number.)

### **What If I Can't Find the Basic Street Address?**

When all attempts to locate the basic street address fail, discuss the situation with your supervisor.

#### **If your supervisor tells you to stop trying, do the following:**

- 1** Prepare an INTER-COMM or CAPI email message explaining the situation.
- 2** Report any current sample units that use the basic address as Type A Non-interview—Unable to Locate.
- 3** If the BSA is a multi-unit address, enter the date and the following in the Footnotes section of the MULA:  
*"Unable to locate".*

**2.3****Single Units in Unit Segments****Topics In This Section**

<i>Materials for a Single Unit Assignment</i> .....	1
<i>Completing a Single Unit Assignment</i> .....	2
<i>What If I Find Two Units at the Single Unit Address?</i> .....	2
<i>What If I Find More Than Two Units at the Single Unit Address?</i> .....	4
<i>Preparing a Unit/Permit Listing Sheet</i> .....	6
<i>How Do I Handle Splits?</i> .....	8
<i>What If I Expected a Single Unit and Found a GQ?</i> .....	8
<i>What If I Expected a Single Unit and Found a Mobile Home Park?</i> .....	9
<i>How Do I Handle Mergers?</i> .....	9
<i>How Do I Handle Replacements?</i> .....	10

**Materials for a Single Unit Assignment**

You will use some or all of the following materials when completing a unit segment single unit assignment:

**For a Complete Basic Street Address in a Computer Assisted Personal Interview (CAPI) Survey** – If your assignment consists of a single unit with a complete basic street address (an address with a house number and street name), and your survey is a CAPI survey, all the information you need will be in Case Management. You will receive no paper materials.

**For a Complete Basic Street Address in a Paper and Pencil Interview (PAPI) Survey** – If your assignment consists of a single unit with a complete basic street address, and your survey is a PAPI survey, you will receive the following materials:

**Materials for a Complete Basic Street Address (PAPI Surveys Only):**

✓	Control Card
✓	Survey Questionnaire

**For an Incomplete Basic Street Address** – If your assignment is for an incomplete basic street address (an address with a missing house number or street name), you will receive the following materials:

<b>Materials for an Incomplete Basic Street Address:</b>	
✓	Control Card (PAPI)
✓	Survey Questionnaire (PAPI)
✓	Segment Folder (PAPI and CAPI)
✓	Locator Materials such as maps, mapspot numbers, physical descriptions, and Incomplete Address Locator Actions form (PAPI and CAPI)

## Completing a Single Unit Assignment

To complete a single unit assignment, locate the address and conduct the interview.

If you have trouble locating the basic street address (BSA), see Module 2.2 for help. If you locate the BSA, but find something other than a single unit, the remaining topics in this module describe special interviewing situations that you may encounter.

## What If I Find Two Units at the Single Unit Address?

If you find two units at the single unit address, interview both units and treat one of them as an **EXTRA** unit.

An *EXTRA unit* is a separate living quarters that is discovered by chance during an interview or when asking the household coverage questions. In addition:



The **EXTRA** unit is within the same structure or address as the sample unit assigned for interview.



The **EXTRA** unit meets the definition of a housing unit and was not listed as a separate unit in the Census 2000.

**If you find two living quarters at the single unit address, do the following:**

- 1** Collect the address information for both living quarters from a respondent. Consider the primary living unit as the parent unit and the other unit as the potential EXTRA unit. The potential EXTRA unit should be the unexpected unit, such as an apartment found in a basement, second floor, attic, or garage.
- 2** Go through the Table X coverage questions in your CAPI or PAPI interview instrument to determine if the potential EXTRA unit meets the definition of a separate housing unit.

If...	Then...
The EXTRA unit is not a separate housing unit	Only interview the one housing unit at the assigned current sample single unit address.
The EXTRA unit is a separate housing unit	Go to Step 3.

- 3** List the parent and EXTRA units on a blank Form 11-3, Unit/Permit Listing Sheet. See [page 6](#) for more information about filling out this form.
- 4** For PAPI surveys, prepare a new control card for the EXTRA unit and send an INTER-COMM to your RO with information about the EXTRA unit. (For CAPI surveys, the interview instrument will generate the EXTRA unit and assign a new control number.)

**Control Number Assignment:**

*Automated Surveys* – For automated surveys, the survey instrument will generate the EXTRA unit and

assign a new control number consisting of the parent control number, plus an alpha suffix. The serial number suffix for EXTRA units will be assigned starting with Z and continuing to Y, X, W, and so on.

*Paper Surveys* – For paper surveys, prepare a new control card for the EXTRA unit and send an INTER-COMM to your RO. Your RO will assign a new control number consisting of the parent control number, plus an alpha suffix. The serial number suffix for EXTRA units will be assigned starting with Z and continuing to Y, X, W, and so on.

### **What If I Find More Than Two Units at the Single Unit Address?**

#### **If you find more than two units at the single unit address, do the following:**

- 1** Collect the address information for each unit. Consider the primary unit as the parent unit and the other units as the potential EXTRA units.
- 2** Go through the Table X questions in your interview instrument for each unit to determine if it meets the definition of an EXTRA housing unit.
- 3** On a blank Form 11-3, Unit/Permit Listing Sheet, list the parent and all EXTRA units. See page 6 of this module for instructions.
- 4** Contact your RO and provide information about all the EXTRA units eligible for interview. Your RO will research whether any of these units already had a chance of selection and will tell you which units to retain and interview.
- 5** Interview one of the units as the parent unit, using the original interview record assigned to you.

If...	Then...
You are conducting a CAPI survey	The interview instrument will generate each EXTRA unit and assign a new control number.
You are conducting a PAPI survey	Prepare a new control card for each EXTRA unit and send an INTER-COMM to your RO with information about the EXTRA units. Your RO will assign the serial number and suffix for each EXTRA unit.

If the number of EXTRA units is greater than the cut-off for the survey, call your RO for sub-sampling instructions. Note that the parent unit may be retained or deleted in subsampling. See the table below for the cut-offs for each survey.

EXTRA Unit Cut-Off Limit by Survey			
Survey	Cut-off	Survey	Cut-off
NHIS	16	CEQ	12
CPS	15	CED	12
SCHIP	15	AHS-MS	6
NCVS	15	AHS-N	6
SIPP	8		

## Preparing a Unit/Permit Listing Sheet

If you find more than one unit at a single unit address, list all the units on a *Form 11-3, Unit/Permit Listing Sheet* (Figure 2.3-1).

### To prepare a Unit/Permit Listing Sheet, do the following:

- 1 In the heading, enter the following:
  - ▶ RO code
  - ▶ PSU
  - ▶ Segment and Suffix
  - ▶ Survey acronym
  - ▶ Address
  - ▶ Post Office (or place)
  - ▶ State abbreviation
  - ▶ ZIP Code
  - ▶ County Name

Enter "1" for the Expected number of units and "Unit" for the Type of Segment.
- 2 On line 1, enter the unit designation in column (2), the sample designation in column (3), and the serial number in column (4) by copying from Case Management or from the control card.
- 3 On lines 2, 3, 4, and so on, list the EXTRA units. Enter the unit designation in column (2), the current sample designation in column (3), and the serial number in column (4). If your survey is a paper survey, leave the serial number column blank for the EXTRA units. For all lines 2, 3, 4 and so on, write "EXTRA unit" in column (5).



**Enter heading information including RO, PSU, Segment number and type, Survey name, and address. Enter "1" for the Expected number of units.**

**Enter the unit information obtained from the control card or survey questionnaire on line 1.**

**Enter EXTRA unit information on subsequent lines (2, 3, 4, and so on.)**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO	PSU	Segment and suffix	Survey name
<b>UNIT/PERMIT LISTING SHEET</b>				23	11001	4999	SIPP
				Type of segment Unit		Expected number of units 1	
Address 101 Main St				Permit office name			
Post office name Washington	State DC	ZIP Code 20000	Urban or rural	Permit date of issue Year Month Day			PAL sequence number
County District of Columbia				Permit number (or BSAID or SP ID/GQID)			Combined address
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)	
1	Main			S04	01		
2	Basement			S04	01Z	Extra Unit	
3	Garage			S04	01Y	Extra Unit	
Multi-units				Listed and updated			
Name of Complex				FR Code	A01		
Contact Person				FR initials	RJ		
Title				Month/Year	09/02		
Telephone number				Total number of units	3		
Sheet 1 of 1 Sheets							

**Figure 2.3-1** Form 11-3, Unit/Permit Listing Sheet completed by an FR.

## How Do I Handle Splits?

If a single unit splits into two or more units, consider one of the units as the parent and the others as EXTRA units. Follow the procedures for EXTRA units listed in this module.

## What If I Expected a Single Unit and Found a GQ?

If you find a GQ in a unit segment assignment, the sample unit is likely to be an embedded housing unit or freestanding housing unit at the GQ. An embedded unit would be a unit within a building (like a dorm director's room or apartment). A freestanding housing unit would be a separate structure (like a house on campus for the president of the college).

Ask a knowledgeable person if there are any separate living quarters for staff or others who supervise the operation of the GQ.

If...	Then...
There is an embedded or freestanding housing unit	Conduct the interview with the occupant(s) of the unit. Prepare an INTER-COMM for your RO giving the address and noting that the sample unit is an embedded unit, not the entire GQ.
There is more than one embedded or freestanding housing unit	Call your RO for help in determining the unit to interview.
There are no embedded units at the GQ	Call your RO.

### What If I Expected a Single Unit and Found a Mobile Home Park?

If...	Then...
The single unit address is a mobile home in a mobile home park	Interview the mobile home only.
The basic street address describes an entire mobile home park	Follow the procedures in this module for <i>Found More Than Two Units at the Single Unit Address</i> .

### How Do I Handle Mergers?

If...	Then...
A single unit address in the current sample merges with a single unit address <i>not</i> in the current sample; the resulting unit uses the <i>same</i> address as the current sample	Interview the resulting merged unit.
You cannot find a single unit address in the current sample, but can verify that the unit merged with another unit that is <i>not</i> in the current sample; the resulting unit uses a <i>different</i> address than the one shown for the current sample unit	Call your RO for interviewing instructions.
A single unit in the current sample merges with another single unit in the current sample and the resulting unit uses the <i>same</i> address as one of the current sample units	Interview the resulting merged unit. Assign a Type C Non-interview code to the other current sample unit.

If...	Then...
A single unit in the current sample merges with another single unit in the current sample and the resulting unit uses a <i>different</i> address than the ones shown for the current sample units	Call your RO for interviewing instructions. If your RO determines that the resulting unit already had a chance of selection, you will assign a Type C Non-interview to both current sample units. If not, you will interview the unit and assign a Type C Non-interview the other current sample unit.

### How Do I Handle Replacements?

If...	Then...
The original structure is replaced by a tent, mobile home, or structure built on or before April 1, 2000	Interview as usual and correct the address if necessary.
The original structure is replaced by a mobile home or another structure, which moved in and uses the same basic address	Interview as usual.
The original structure is replaced by a new structure built after April 1, 2000	Follow the instructions on the next page.

**If the original structure is replaced by a new structure built after April 1, 2000, do the following:**

- 1** Do not list or interview at the address.
- 2** Report the current sample unit at the basic address as a Type C Non-interview–Built After April 1, 2000, and indicate what happened to the original structure.
- 3** Provide the following information on an INTER-COMM or CAPI email message:
  - ▶ Address used by the new structure.
  - ▶ Type of replacement, for example “Replaced by a single-family house, group quarters (including name and type), or city-owned public housing (include name of housing project).”
  - ▶ Number of units in the new structure.
  - ▶ Month and year construction was started (determine by inquiry).

## 2.4

## Multi-Units in Unit Segments

**Topics In This Section**

Overview for Working with Multi-Unit Addresses .....	1
What is a MULA? .....	2
What is an Identical Address? .....	4
Materials for a Multi-Unit Assignment .....	5
Completing the Multi-Unit Assignment .....	6
Resolving Missing Unit Designations .....	12
Resolving Duplicate Unit Designations .....	13
What If I am Unable to Find a Unit in the Current Sample? .....	18
Completing the MULA .....	19

### Overview for Working With Multi-Unit Addresses

For each multi-unit address assigned to you, you will receive a preprinted *Form 11-12, Multi-Unit Listing AID (MULA)*, (Figure 2.4-1) that shows addresses and unit information as recorded from the Census 2000.

Be aware that the units you find may not be exactly as listed on the MULA. If information was incorrect in the Census, it would be difficult for us to identify which units belonged at the address. For example, if someone in an apartment building spelled their street name incorrectly, that unit would not be on a listing sheet with all the others.

The instructions for working with Multi-Unit Addresses are organized based on the size of the address.

**For addresses with 2-4 units** - you will verify all unit designations before finding your sample unit(s) and conducting the interview. You will correct all missing and duplicate unit designations and add any units that are missing from the listing.

**For larger addresses** - you will locate the units in your assignment and conduct the interview. You do not need to verify the number of units at these addresses, and will only resolve missing and duplicate unit designations if they are (or will be) in sample.

## What is a MULA?

The *Form 11-12, Multi-Unit Listing Aid (MULA)* is a listing of all the expected units at a multi-unit address. This includes both sample and non-sample units, regardless of the size of the address.

Missing unit designations are flagged with "M".

Duplicate designations are flagged with "D".

Preprinted extension of the sampling pattern.

"MULTI" means the unit is in sample for more than one survey, and is NOT in sample for your current assignment.

Instructions are printed in the Footnotes section if you need to resolve problem unit designations.

FORM 11-12 (7-20-2000)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD 23	PSU 11001	Segment 3998	Survey SIPP
MULTI-UNIT LISTING AID (MULA)								Tract 1123000	Block 2004	Expected number of units 28	
Address 234 Oak Street Washington, DC 20000						State DC	County District of Columbia County				
Line No. (1)	Unit designation (@apartment number)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (@apartment number)	Sample designation (3)	Serial number (4)				
1		M	S04	01	21	# 601					
2	Apt 101	S10	01	22	# 604		SIPP				
3	# 102	S16	01	23	# 701		SIPP				
4	# 103	S05	01	24	# 702		SIPP				
5	Apt 104	S14	01	25	# 703		SIPP				
6	# 201			26	Apt 704	D	SIPP				
7	# 202			27	# 704	D					
8	# 203			28	# 800						
9	# 204			29			S04				
10	# 301			30			S10				
11	# 302			31			S16				
12	# 303			32			S05				
13	# 304			33			S14				
14	# 401		MULTI	34							
15	Apt 402			35							
16	Apt 403			36							
17	Apt 501			37							
18	Apt 502			38							
19	# 503			39							
20	# 504			40							

Footnotes		Contact person	
Resolve all missing unit designations.		Title	
Resolve all duplicate unit designations.		Telephone number	
		FR code	
		FR initials	
		Month/year	

BSAID 0002	Date printed 12/25/03
ESD 200404	Sheet 1 of 1 Sheets

**Figure 2.4-1** Form 11-12, Multi-Unit Listing Aid (MULA)

You will receive a new MULA the first time a multi-unit address is in sample for a segment. For example, if a multi-unit address has sample in SIPP segment 1999, SIPP segment 2999, and CPS segment 7998, the MULA will be printed three times. Additionally:

- Missing unit designations are flagged with “M”.
- Duplicate designations are flagged with “D”.
- The instruction “Resolve all missing unit designations”, “Resolve all duplicate unit designations”, or both will be printed in the Footnotes section if you need to resolve problem unit designations. If these notes are not printed, you do not need to resolve these problems.
- Sample designations and serial numbers are entered on the sample lines for all surveys that have a unit segment sample case in that address.
- Occasionally the sample designation will be replaced by either the survey abbreviation or the note “MULTI”. In each case, you will not need to interview those units. The survey abbreviation is used when one survey has sample from two different segments at a single address. “MULTI” means the unit is in sample for more than one survey, and is NOT in sample for your current assignment.
- MULAs have a preprinted extension of the sampling pattern. This will be used when additional units are found.
- An asterisk (\*) before the address on a MULA means that some of the units at the basic street address originally carried a slightly different version of the street name. Keep this in mind if you have trouble locating the street. (See Page 5 of this module for more information.)



## What is an Identical Address?

An *identical address* is a basic address for a multi-unit structure that is selected for more than one segment or more than one survey. An identical address may have some units designated for one survey, like CPS, and other units designated for other surveys like SIPP, AHS-MS, and so forth, or it may be in more than one segment for the same survey. For example, segments 2998 and 3995 for SIPP may both interview at the same basic address.

### How Do I Handle an Identical Address?

Check the Footnotes section of the MULA. If the assigned address was in an earlier segment or survey, you will see "Also In:" along with a survey acronym, sample designation, and segment number and suffix (Figure 2.4-2). This is the identical address information, or the information is for other survey(s) and segment(s) that have sample at this address.

If the basic address is an identical address, you will see "Also in:" and the survey information in the Footnotes section of the MULA.

FORM 11-12 (7-20-2000)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units	
Address						State	County				
Line No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)				
1											
2											
3											
4											
5											
6											
Footnotes								Contact person			
Also in SIPP S04 2997								Title			
								Telephone number			
								FR code			
								FR initials			
								Month/year			
BSAID ESD								Date printed Sheet 1 of 1 Sheet			

**Figure 2.4-2** MULA Identifying an Identical Address

If you see the "Also In:" note in the Footnotes section of the MULA, you should also receive a photocopy of the MULA for that segment. If the address was completely relisted during an earlier visit, and the FR did not have enough room to relist directly on the MULA, you may receive a copy of the relisting done on a Unit/Permit Listing Sheet. If changes were made during an earlier visit to the address, note them on your MULA and change any information for units in your current assignment.

## Materials for a Multi-Unit Assignment

**Complete Basic Street Address** - If your assignment is for a complete basic street address (an address with a house number and a street name), you will receive the following materials:




Materials for a Complete Basic Street Address:	
✓	Segment Folder
✓	Control Cards (PAPI)
✓	Survey Questionnaires (PAPI)
✓	<i>Form 11-12, Multi-Unit Listing Aid (MULA)</i> for the current segment, listing all units originally expected at the multi-unit address
✓	A copy of <i>Form 11-12, Multi-Unit Listing Aid (MULA)</i> with corrections, printed earlier for another segment. (Only included if an earlier segment with sample at this address made corrections to the MULA)
✓	<i>Form 11-3, Unit/Permit Listing Sheet</i> (Only included if an FR previously relisted the multi-unit address on a Unit/Permit Listing Sheet)
✓	Locator Materials for individual units (only when we have more information about missing and duplicate unit designations)

**Incomplete Basic Street Address** - If your assignment is for an incomplete basic street address (an address with a missing house number or street name), you will receive locator materials (maps, mapspot numbers, physical descriptions, and Incomplete Address Action Forms) in addition to the materials listed for a complete street address.

When you locate an incomplete address, make sure you correct the address on the MULA or add notes in the Footnotes section of the MULA, so others can find the address.

## Completing the Multi-Unit Assignment

To complete a multi-unit assignment, you will locate the multi-unit sample address and conduct the interview. You need to take additional action only if:

-  The expected number of units is between 2 and 4,
-  You need to resolve missing and/or duplicate unit designations, or
-  You cannot find the current sample unit(s).

### *Addresses With 2–4 Units*

The first time an address with 2–4 units is in sample, you need to resolve all missing and duplicate unit designations, verify all other unit designations, and note all corrections on the MULA.

### **If you find the expected number of units, do the following:**

- 1** Resolve all missing or duplicate unit designations. See pages 12 and 13 in this module for more information.
- 2** For any unit on the MULA that does not exist at the address, draw a line through the unit designation.

If...	Then...
You can identify what the unit designation should be	Write the correct designation on that line in the MULA.
If you cannot correct the unit designation	Write <i>"delete"</i> on that line if it is not in sample. If it is in sample, write <i>"Type C"</i> on that line.

- 3 Note the reason for the deletion in the Footnotes section of the MULA, along with the month and year of the discovery. For example, if the unit on line 3 was demolished, write *"Line 3 - Demolished, Discovered 11/2005"*.

**If there are any units at the address that are not on the MULA, do the following:**

- 1 Starting with the first blank line, list each new unit on a separate line of the MULA. If any of the units fall on a line with your current sample designation, add them to your assignment and interview.

Do not list newly-discovered units on deleted lines of the MULA unless you can verify that the new unit replaced the old one. No substitutions.

- 2 Write a brief note in the Footnotes section of the MULA about any changes you made. If you made changes and the number of units is different than expected, also write "Found \_\_\_\_\_ units" and the month and year of discovery.
- 3 Complete the MULA with contact person information and your code, initials, and the date at the bottom (Figure 2.4-3).

**Add the new units beginning on the first blank line of the MULA.**

**Explain the situation in the Footnotes.**

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units	
Address				State	County						
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	Lot B	S05	01								
2	Lot C	S14	01								
3	Lot D										
4	Lot F										
5	Lot A	S05									
6	Lot E	S14									
7	Lot G										
8	Lot H										
9		S05									
10		S14									
<b>Footnotes</b> 3/2005 Riverside Trailer Park There were 8 lots - 4 unoccupied lots were not on the MULA								<b>Contact person</b> Title Telephone number FR code FR initials Month/Year			
BSAID ESD								Date printed Sheet 1 of 1 Sheets			

Figure 2.4-3 MULA with Added Units

The units may not be in order on the MULA. That is OK. You do not need to put them in order. For example, Apt. 1C may be listed between Apt. 19 and Apt. 20. There is no need to relist the address to put Apt. 1C before Apt. 2. If you are able to resolve a missing unit designation, that unit will be listed first, regardless of what the unit designation is.

If you find more units than expected, but not more than twice the expected number, follow the instructions for *Addresses With 2-4 Units* in this module.

**If you find more than twice the expected number of units, do the following:**

- 1 Find out how many units exists at the address and look for all the units listed on your MULA.
- 2 Call your RO and report the number of units found. Your RO will tell you whether or not to list the additional units.

This is essential because there is a good chance the additional units already a chance of being selected. For example, if you expect three units at 11700 Main St. and find a 150-unit Mobile Home Park, it is likely that those other units exist on our files, but with different addresses.

3

If...	Then...
You need to list the additional units	Follow the instructions for listing units that are not on the MULA on <b>page 7</b> of this module.

If...	Then...
Your RO tells you not to list the additional units	Write in the Footnotes section of the MULA: <i>"There are (# of units) units at this address. Do Not List Additional Units."</i> Fill in the (# of units) with the number of units your found, and write the month and year of the discovery.

- 4 Complete the MULA by adding contact person information and your code, initials, and date at the bottom.

**If you find fewer units than expected, do the following:**

1	If...	Then...
	You find a single unit	<p>a. List the unit on the first line of the MULA and cross out all the other unit designations.</p> <p>b. Write <i>"delete"</i> next to each unit not in sample and <i>"Type C"</i> next to each sample unit.</p>

If...	Then...
You find two or more units	<p>a. Cross out each unit that does not exist.</p> <p>b. Write <i>"delete"</i> next to each unit not in sample and <i>"Type C"</i> next to each sample unit.</p>

- 2 Complete the MULA by adding contact person information and your code, initials, and the date at the bottom.

### Addresses With 5 or More Units

Addresses with 5 or more units are much less likely than the smaller addresses to be reconfigured or to hold additional units missed in the Census. Searching for additional units at these addresses will often require a lot of time and may result in the addition of units that were already given a chance of selection elsewhere.

For these reasons, if you are interviewing at an address with 5 or more units, you will usually just find the units in your current assignment and conduct the interview(s).

### If you are interviewing at an address with 5 or more units, do the following:

- 1 Resolve missing and duplicate unit designations if necessary. See pages 12 and 13 for instructions.
- 2 Find the units in your current sample and interview. (If you cannot locate them, see page 18 of this module for instructions.)



## Resolving Missing Unit Designations

When there is an "M" at the end of the unit designation field on the MULA, it means that no unit designation was recorded for the unit in the Census 2000.

You will resolve missing unit designations in two situations:



In multi-unit addresses where you expect 2-4 units.



In multi-unit address with 5 or more units, when missing unit designations are in sample now or any time in the future. In this case, you will see notes in the Footnotes section of the MULA instructing you to resolve all missing unit designations.

### To resolve missing unit designations, do the following:

- 1 Canvass the address and talk to people knowledgeable about the area (a manager or longtime resident), or consult *Appendix M, Unit Segment Helpful Checklist Card*.

2

If...	Then...
You find the unit designation(s)	<ol style="list-style-type: none"> <li>a. Draw a line through the "M" on the MULA and enter the unit designation.</li> <li>b. Write <i>"Missing unit designations resolved"</i> and the month and year in the Footnotes section.</li> </ol>



If...	Then...
You are unable to resolve all missing unit designations at the address	<p>a. Relist the address on the MULA. (If you cannot relist on the MULA, list the units on a Unit/Permit Listing sheet.)</p> <p>b. Write "<i>Relisted</i>" and the month and year in the Footnotes of the MUIA (or Unit/Permit Listing sheet.)</p>

- 3** Complete the MULA by entering your code, initials, and the month and year at the bottom of the MULA.

## Resolving Duplicate Unit Designations

When "D" appears at the end of the unit designation field on two or more lines of the MULA, it means those units recorded duplicate unit designations in the Census 2000. We consider only the numeric part of the unit designation when identifying duplicates, so #107 and Apt. 107 will be duplicates.

You will resolve duplicate unit designations in two situations:

-  In multi-unit addresses where you expect 2-4 units.
-  In multi-unit addresses with 5 or more units, when duplicate unit designations are in sample. In this case, you will see notes in the Footnotes section of the MULA reminding you to resolve the duplicates before interviewing the units in your current sample.

It may be necessary to verify and resolve a non-sample unit or a unit in a future sample.

Duplicates are split into four categories:

1. **There are actually two or more units with the same designation at the address** - For example, two different units may have FLR 2 as the designation, and they may be unlabelled units on the second floor.
2. **Both units exist and have different unit designations** - For example, both may have the designation FLR 2 on the MULA and you find two second floor units with apartment numbers 2A and 2B.
3. **Only one unit exists that fits the description. The unit designation was listed twice in error** - For example, the MULA lists APT 1, #1, APT 2, APT 3 and APT 4 and you find apartments 1-4.
4. **None of the units exists at the address.**

**To resolve duplicate unit designations that are actually two or more units with the same designation at the address, do the following:**

- 1** Verify that all the duplicates exist as separate units with the same unit designation. For example, there may be four trailers at an address, each with the designation of TRLR in Census 2000.
- 2** Indicate in the Footnotes section of the MULA that all these units exist. Write a distinguishing description to the right of the unit designation on the MULA for each of these units. For example, the four trailers listed in Step 1 may be in different locations on the property.
- 3** Interview the unit(s) in your current assignment; this may or may include the duplicates.
- 4** Write in the Footnotes section of the MULA *"Duplicates resolved"* and the month and year you resolved them. Add your code, initials, and the date at the bottom of the MULA and fill in any contact person information.
- 5** Complete the MULA by adding contact person information and your code, initials, and the date at the bottom.

**To resolve duplicated unit designations when both units exist and have different unit designations, do the following:**

- 1 Verify the correct unit designations with a knowledgeable person and correct the unit designations on the MULA for the incorrect duplicates.

For example, a multi-unit with Apt. 1 through 5; Apt. 3 is duplicated, but there's no Apt. 4 listed on the MULA. Change the unit designation of the second duplicate to Apt. 4.

- 2 Interview the units in your current sample; this may or may not include the duplicates.
- 3 Write in the Footnotes section of the MULA *"Duplicates resolved"* and the month and year you resolved them.
- 4 Complete the MULA by adding contact person information and your code, initials, and the date at the bottom.

**To resolve duplicated unit designations when only one unit exists that fits the description and the unit designation was listed twice in error, do the following:**

- 1 Keep the first duplicate on the MULA and interview if it is in the current sample.
- 2 If any of the other duplicates are in the current sample, cross out the unit designation and Type C Non-interview the units.

- 3 Cross out the designations of the non-existent units and write *"delete"* next to them.

If one of the duplicated units does not exist at the multi-unit and there is no obvious nearby unit designation omitted from the MULA, the unit designation was a duplicate in Census 2000.

- 4 Write in the Footnotes section of the MULA *"Duplicates resolved"* and the month and year you resolved them.
- 5 Complete the MULA by adding contact person information and your code, initials, and the date at the bottom.

**To resolve duplicated unit designations when none of the units exists at the address, do the following:**

- 1 Draw a line through each of the non-existent duplicate unit designations on the MULA.

2	If...	Then...
	You can easily identify units at the address to correct the duplicates	Enter the designations on the MULA in place of the duplicates.
	You cannot easily resolve the duplicates	Refer to <i>Appendix M, Unit Segment Helpful Checklist Card</i> for help.

- 3 If you are unable to resolve the duplicate unit designations, relist the address on the MULA. (You may list the units on a Unit/Permit Listing sheet if you cannot relist on the MULA. See *Preparing a Unit/Permit Listing Sheet* in Module 2.3.)
- 4 Write a brief explanation of the resolution in the Footnotes section of the MULA (or listing sheet), including the month and year.
- 5 Add your code, initials, and the date at the bottom of the of the MULA and fill in any contact person information.
- 6 Complete the MULA by adding contact person information and your code, initials, and the date at the bottom.

### **What If I am Unable to Find a Unit in the Current Sample?**

If you are unable to find a unit in the current sample, attempt to determine what happened to the unit—by talking to the building manager or knowledgeable resident, and using *Appendix M, Unit Segment Helpful Checklist Card*.

If the entire address has been renumbered or reconfigured, see **Module 2.5** for instructions.

Sometimes, the unit may have been converted to non-residential use, or was listed in error for Census 2000 (for example, a closet). For these situations, assign the appropriate non-interview code. Use the Type B non-interview codes for temporary conversions and Type C codes if the change is permanent.

If all resources have been exhausted and what happened to the unit still cannot be determined, mark the unit as a Type C Non-interview—Other, listed in error.

## Completing the MULA

**When you complete a multi-unit assignment, make sure that you do the following:**

- 1** Enter your FR code, initials, and the current month/year at the bottom of the MULA.
- 2** Check to make sure all necessary unit designation changes have been made.
- 3** Check to make sure you lined through any unit that no longer exists and entered *"delete"* or *"Type C"* to the right of the old designation.
- 4** Check to make sure all additional units and relisted addresses have complete unit designations.
- 5** Briefly note any changes in the Footnotes section of the MULA.
- 6** Send the original MULA (and Unit/Permit Listing sheet, if you had to use one) along with the segment folder to your RO.



**2.5****Multi-Unit Special Situations*****Topics In This Section***

<i>Found a Multi-Unit That Has Been Reconfigured</i> .....	2
<i>Expected Multi-Unit, Found Single Unit</i> .....	5
<i>Expected Multi-Unit, Found Mobile Home Park</i> .....	6
<i>Basic Multi-Unit Address Converted to a GQ</i> .....	8
<i>Embedded and Freestanding Units at a GQ</i> .....	9
<i>Transient Locations</i> .....	10
<i>Conversions to Non-residential Usage</i> .....	10
<i>Basic Address is Part of a Larger Structure</i> .....	11
<i>Multi-Unit Has a Guest or Model Apartment</i> .....	12
<i>Multi-Unit Mergers</i> .....	13
<i>Splits</i> .....	17
<i>Other Situations</i> .....	17

The majority of the time, when you locate the multi-unit address, there will be no problems. You will simply find the sample units and conduct the interview.

However, occasionally you may arrive at the multi-unit and discover that the structure is not what you were expecting at that particular address. The following topics provide you with instructions for handling unexpected situations.

## Found a Multi-Unit That Has Been Reconfigured

You may arrive at the multi-unit address and discover that all the units have been renumbered or re-lettered due to building reconfiguration (Figure 2.5-1).

**To relist re-numbered or re-lettered units with a one-to-one correspondence, do the following:**

- 1 Line through all the existing units on the MULA and relist.
- 2 Annotate the situation in the Footnotes section of the MULA and enter the month and year of discovery.

Line through the existing unit designation and enter the correct designation to the right of the lined-out entry.

Annotate the situation in the Footnotes section of the MULA and enter the month and year.

FORM 11-12 (7-20-2000)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD	PSU	Segment	Survey
MULTI-UNIT LISTING AID (MULA)								Tract	Block	Expected number of units	
Address				State	County						
Line No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (apartment number) (2)	Sample designation (3)	Serial number (4)				
1	<del>Apt 1</del>	#7									
2	<del>#2Fl</del>	#9									
3	<del>#8Fl-2</del>	#8	A77	01							
4											

Footnotes								Contact person			
5/2004 Apt #7 was found on the first floor Apt #9 was found on the 3rd floor Apt #8 was found on the 2nd floor Unit designations corrected.								Title			
								Telephone number			
								FR code			
								FR initials			
								Month/Year			

BSAID	ESD	Date printed	Sheet 1 of 1	Sheet 1
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**Figure 2.5-1** MULA with Relisted Unit Designations.

**To relist re-numbered or re-lettered units without a one-to-one correspondence, do the following:**

- 1 Line through all the existing units on the MULA and relist directly on the MULA, starting on line 1. *Do not* begin the relisting on the first blank line, as the sampling pattern will not be correct (Figure 2.5-2).

It is okay to relist on a blank Unit/Permit Listing Sheet if it's easier than relisting on the MULA. Be sure to transcribe the sampling pattern from the MULA.

**Line through the existing units and relist.**

**Annotate the situation in the Footnotes.**

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD	PSU	Segment	Survey
MULTI-UNIT LISTING AID (MULA)				Tract		Block		Expected number of units			
Address				State		County					
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	<del>Basement</del>	<del>M</del>									
2	<del>Apt 3 - Main Fl - Left</del>										
3	<del>Apt 4 - Main Fl - Rt</del>	A77	01								
4	<del>Upstairs - Left</del>										
5	<del>Upstairs - Rt</del>										
6		A77									
Footnotes								Contact person			
5/2004 Relisting. This is a house with 5								Title			
Apts - no numbers given.								Telephone number			
								FR code			
								FR Initials			
								Month/Year			
BSAID ESD								Date printed Sheet 1 of 1 Sheets			

**Figure 2.5-2 MULA Relisting**

2	If...	Then...
	You find fewer units than expected	Assign a Type C Non-interview to any current sample lines (units) with a serial number on the MULA for which you didn't enter a new unit on the MULA.
	You find more units than expected, but not more than twice the expected number	Check to see if any units (listed past the original number of expected units) fall on lines filled with the current sample designation. If so, add these units to your assignment as additional units and interview them.
	You find more than twice the expected number of units	Call your RO.

## Expected Multi-Unit, Found Single Unit

**If you are expecting to find a multi-unit and find a single unit instead, do the following:**

- 1 Check with two sources and drive around the surrounding area to make sure no units have been missed (Figure 2.5-3).
- 2 List the single unit on the first line of the MULA and interview the unit if the first line of the MULA has your current sample designation.
- 3 Draw a line through each of the other units on the MULA. Write *"delete"* next to each unit that is not in sample for any survey. Write *"Type C"* next to each sample unit.

**List the single unit on line 1 and line through any other units.**

**Annotate the situation in the Footnotes and provide the month and year.**

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract		Block	Expected number of units
Address				State	County						
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	<del>Apt 1</del> Single unit	S05	01								
2	<del>Apt 2</del> Type C	S14	01								
3		S05									
4		S14									
5											
6											
<b>Footnotes</b> 3/2005 This used to be a duplex, but is now a single family house.								<b>Contact person:</b> Title: Telephone number: FR code: FR initials: Month/Year:			
BSAID ESD								Date printed Sheet 1 of 1 Sheets			

**Figure 2.5-3** MULA for an Expected Multi-Unit That is Actually a Single Unit.

If any units in your current assignment have been crossed out, report each as a "Type C—Unused line of listing sheet."

## **Expected Multi-Unit, Found Mobile Home Park**

A mobile home park may list each unit with a separate address, in which case they will appear as single unit addresses. Other times, units may use a common address with unit designations to identify the specific mobile homes.

Mobile home parks are listed the same as multi-unit structures when the mobile home park uses one basic address for all of its mobile homes. Each mobile home is considered a separate unit on the MULA.

If you find a mobile home park listed as a multi-unit in a unit segment, treat it the same as any other multi-unit address. Go through the procedures listed in Module 2.4, based on the number of units on the MULA and whether or not there are any missing or duplicate unit designations you need to resolve.

Don't worry if every mobile home at the park is not on your MULA. Find your sample unit(s) and interview.

If you need to relist or resolve missing and duplicate unit designations, restrict your investigation to the block indicated on the MULA. (See Figure 2.5-4 on the next page for an example of a MULA for a Mobile Home Park.) You can get block boundaries from the maps in the ALMI (reference mode). If it is unavailable, talk to your RO to get information about the boundaries.

A basic street address will not cross block boundaries. If all units at a large mobile home park use the same address, yet is spread across several blocks, it will be split up into several BSAs—one for each block.

**This MULA for a Mobile Home Park lists each trailer as a unit of the basic address.**

**In this example, the FR found additional units and listed them on the MULA.**

**The FR also annotated the situation in the Footnotes section of the MULA.**

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract		Block	Expected number of units
Address						State	County				
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	Lot B	S05	01								
2	Lot C	S14	01								
3	Lot D										
4	Lot F										
5	Lot A	S05									
6	Lot E	S14									
7	Lot G										
8	Lot H										
9		S05									
10		S14									
Footnotes								Contact person			
3/2005 Riverside Trailer Park  There were 8 lots - 4 unoccupied lots were not on the MULA								Title			
								Telephone number			
								FR code			
								FR initials			
								Month/Year			
BSAID ESD								Date printed Sheet 1 of 1 Sheet			

Figure 2.5-4 Example of a MULA for a Mobile Home Park

## Basic Multi-Unit Address Converted to a GQ

You may discover that a multi-unit address in a unit segment has converted to a GQ (Figure 2.5-5).

**If the GQ is an institutional or military GQ, do the following:**

- 1 Give each current sample unit a Type C Non-interview code.
- 2 Annotate the situation in the Footnotes section of the MULA and indicate the type of GQ found and the date.

**Type C Non-interview the current sample.**

**Annotate the situation in the Footnotes.**

FORM 11-12 (7-20-2000)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract		Block	Expected number of units
Address						State	County				
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	<del>Apt 102</del>	<del>delete</del>									
2	<del>Apt 305</del>	<del>delete</del>									
3	<del>Apt 307</del>	Type C	A77	01							
4											
5											
6											
Footnotes								Contact person			
4/2004 This address is a military barracks.								Title			
								Telephone number			
								FR code			
								FR initial			
								Month/Year			
BSAID ESD								Date printed Sheet <u>1</u> of <u>1</u> Sheet			

**Figure 2.5-5** MULA for a Multi-Unit that Converts to a Military GQ



**If the GQ is a civilian, non-institutional GQ, do the following:**

- 1 Research the units listed on the MULA to see if they are embedded or freestanding housing units (usually staff housing—see **Module 1.2** for a complete definition).

2	If...	Then...
	They are embedded or freestanding housing units	Find the unit(s) in your current sample and interview.
	The units are occupied by residents of the GQ	Write a note in the Footnotes section of the MULA saying <i>"Address is a GQ with no embedded or freestanding housing units."</i> Give each unit in your current sample a Type C Non-interview—other (address is a GQ).

**Embedded and Freestanding Units at a GQ**

**Embedded housing units located inside a GQ** - If a current sample unit is an embedded housing unit in a unit segment, only interview the embedded unit—do not list the entire GQ.

**Freestanding housing units not located inside a GQ** - If a current sample unit is a freestanding housing unit in a unit segment, interview only the freestanding unit—do not list the GQ.



See **Module 1.2** for more information on embedded and freestanding housing units.

**Transient Locations**

During Census 2000, we enumerated GQ types 605 (military hotels/campgrounds) and 910 (other transient locations) as housing units. Therefore, GQ types 605 and 910 will usually be in unit segments. However, there is a chance that a few of these will actually be in GQ segments, because Census 2000 erroneously converted some of these to other GQ types.

If you encounter a military hotel/campground or other transient location (for example, campgrounds, carnivals, fairs, racetracks, marinas, and so forth) list them as regular housing units. Follow the procedures in **Module 2.4** to enumerate them, treating them as multi-unit addresses. You will receive the regular unit segment materials (MULA, segment folder, locator materials, and so forth) as needed.

**Conversions to Non-residential Usage****If a current sample unit is a temporary conversion, do the following:**

- 1 Prepare an INTER-COMM or CAPI email message explaining the situation. State that the unit(s) is *"Type B—Temporary conversion to business or storage, or other non-residential use"* and the date you found the conversion.
- 2 If a unit converts back to residential usage at subsequent interviews, it is eligible for interview (with the exception of SIPP).

**If a current sample unit is a permanent conversion, do the following:**

- 1 Line out the unit designation on the MULA and write *"delete"* next to it.
- 2 Prepare an INTER-COMM or CAPI email message explaining the situation. State that the unit(s) is *"Type C—Converted to permanent business or storage use"* and the date you found the conversion.

For AHS-MS and AHS-N surveys, classify the unit as a Type B Non-interview—converted to temporary business or storage.





**Basic Address is Part of a Larger Structure**

Each MULA covers only the units that use the same basic address listed at the top of the form.

If...	Then...
Some of the units in a structure use the same basic address assigned to you and the remaining units in the structure use a different address	You should verify only the units that use the same basic address shown at the top of the MULA.

A basic address could identify a housing unit(s) within a GQ. If so, only verify the assigned housing unit(s), not the GQ unit.

In order to assist you, use the following approaches to determine which units use the assigned basic address:

-  Check the expected number of units shown at the top of the MULA.
-  Ask a resident manager or building superintendent.
-  Refer to a building directory or the building's mailboxes.
-  As a last resort, call your RO.

### **Multi-Unit Has a Guest or Model Apartment**

You may encounter a multi-unit that has a guest or model apartment.

<b>If...</b>	<b>Then...</b>
Someone lives at the guest or model apartment	a. Determine if the residents meet the survey's residency rules.  b. Interview if the apartment is in the current sample.
No one lives at the guest or model apartment	Line out the unit designation and write "Type B–Vacant".

If it's necessary for you to do a complete relisting at a multi-unit structure, list guest and model apartments.

**Multi-Unit Mergers**

**When two units merge and one is in sample and the other is not, do the following:**

If...	Then...
The resulting unit uses the <i>same</i> unit designation as the current sample unit (Figure 2.5-6)	<p>a. Interview the resulting merged unit.</p> <p>b. Line through the unit not in the current sample and write <i>"delete"</i> on that line of the MULA and explain the situation in the Footnotes.</p>

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units	
								Address		State	County
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	#FL 1	A97	02								
2	#FL 2	A97	03								
3	<del>#1A Type C</del>	A97	04								
4	<del>#1B delete</del>										
5											
6											
Footnotes  8/2009 Lines 3 & 4 merged - the new unit designation already listed (line 1).								Contact person			
								Title			
								Telephone number			
								FR code			
BSAID ESD								FR Initial			
								Month/Year			
								Date printed Sheet <u>1</u> of <u>1</u> Sheet			

**Figure 2.5-6** Example 1 of a MULA for Merged Units

If...	Then...
The resulting unit uses a <i>different</i> unit designation than the current sample unit	<p>Check the MULA:</p> <p>a. If the unit address of the resulting merged unit is on the MULA, cross out the current sample unit designation and write "<i>Type C</i>" to the right of the unit designation. Give the case a Type C Non-interview code.</p> <p>b. If the unit address of the resulting merged unit is NOT on the MULA, Call your RO and correct the MULA if instructed.</p>

**When a unit in the current sample merges with another unit in the current sample and the resulting unit uses the SAME unit address as one of the current sample units, do the following:**

- 1** Interview the resulting merged unit.
- 2** Assign a Type C Non-interview to the current sample unit that merged, but whose unit designation was not retained.

**When a unit in the current sample merges with another unit in the current sample and the resulting unit uses a DIFFERENT unit address than the current sample units, do the following:**

- 1 Assign a Type C Non-interview to the current sample units involved in the merger (Figure 2.5-7).

**Assign a Type C Non-interview to the current sample units.**

**Annotate the situation in the Footnotes section of the MULA.**

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units	
Address				State	County						
Line No. (1)	Unit designation (@apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (@apartment number) (2)	Sample designation (3)	Serial number (4)				
1	Apt 1A	A77	01								
2	Apt 1B	A77	02								
3	<del>Apt 2A</del> Type C	A77	03								
4	<del>Apt 2B</del> Type C	A77	04								
5	Second Floor	A77									
6		A77									
Footnotes								Contact person			
2/2005 Lines 3 & 4 merged to form "second floor"								Title			
								Telephone number			
								FR code			
								FR Initials			
								Month/Year			
BSAID ESD								Date printed Sheet 1 of 1			

**Figure 2.5-7** Example 2 of a MULA for Merged Units

**2** Check the MULA and:

<b>If...</b>	<b>Then...</b>
The unit designation of the resulting merged unit is already on the MULA	Interview the unit if it falls in the current sample.
The unit address of the resulting merged unit is NOT on the MULA	Add the unit to the MULA and interview if the unit falls on a sample line.

**When units at a multi-unit address merge together to form a single unit address, do the following:**

<b>If...</b>	<b>Then...</b>
The first line on the MULA is in the current sample	Interview the resulting merged unit. Report a Type C Non-interview for any other current sample units that merged on the second, third, and so on, line(s) of the MULA.
The first line on the MULA is <i>not</i> in the current sample	Do not interview the merged unit. Report a Type C Non-interview for any current sample units involved in the merger.



## Splits

**If a unit you are interviewing at the multi-unit address splits into two or more units, do the following:**

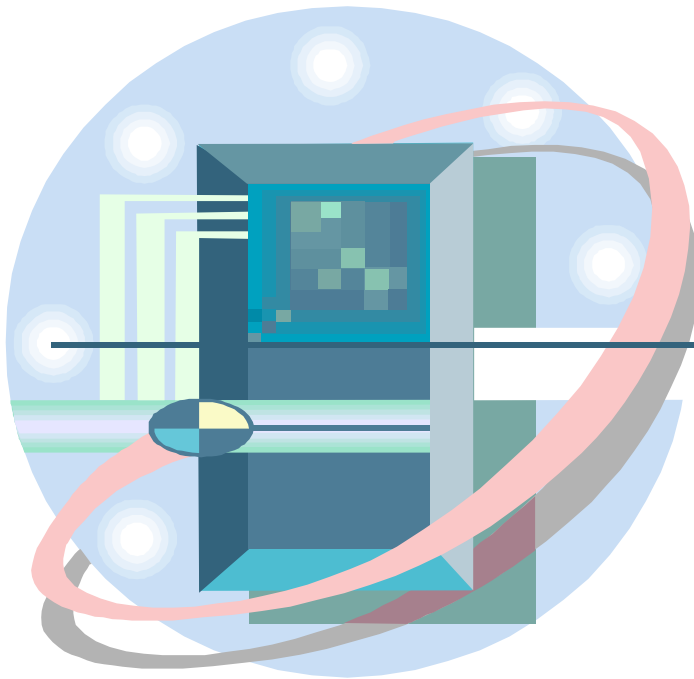
- 1 Treat the unexpected unit as you would treat an EXTRA unit and interview it.
- 2 On the line of the MULA that contains the original sample unit, write *"split"*.
- 3 In the Footnotes section, write *"Line (line #) split. New unit designation is (designation #)."*

## Other Situations

Forward any situation not covered in this module to your Regional Office (RO) survey supervisor for resolution.

For example, for a later sample at the address, you may discover that the building was remodeled, and the units reconfigured. Follow the procedures on **page 13** of this module for the current sample, and call your RO. They will give you instructions on what to do for units assigned to earlier sample designations (which may still be in their interview cycle).

# Chapter 3: Permit Segments



- 3.1 Overview: Permit Segments
- 3.2 Locating Permit Segment Addresses
- 3.3 Single Units in Permit Segments
- 3.4 Multi-Unit Initial Listing
- 3.5 Previously Listed Multi-Units
- 3.6 Special Interviewing Situations

**3.1**

**Overview: Permit Segments**

***Topics In This Section***

<i>What Is a Permit Segment? . . . . .</i>	<i>1</i>
<i>Why Do We Have Permit Segments? . . . . .</i>	<i>1</i>
<i>Materials Needed for Assignments . . . . .</i>	<i>1</i>

**What Is a Permit Segment?**

A *permit segment* can be one or more basic addresses for single or multi-unit residential structures built or completed after April 1, 2000.

Periodically, we gather address lists of new residential construction from permit offices throughout the country. Permit Address Listings (PALs) are compiled using an automated listing instrument. From these PALs, we select a sample of addresses and assign them as permit segments.

**Why Do We Have Permit Segments?**

By using permit segments, we can include residential structures built after the Census 2000 in the various surveys that we conduct. This is important, because we want all residential structures to have a chance of selection for our various surveys.

**Materials Needed for Assignments**

You will use some or all of the following materials when completing permit segment assignments:

*Segment Folder*

For an assigned permit segment, you will receive one segment folder containing the materials needed to complete your assignment.

If a permit segment is split into multiple segments, each segment folder will have the same four-digit segment number, plus a unique letter suffix. For example, if permit segment 1301 is split into two segments, one folder would have the segment number 1301A and the other folder would have segment number 1301B.

*Control Card and Survey Questionnaire*

For Paper and Pencil Interviewing (PAPI) surveys, the segment folder(s) will contain a control card and survey questionnaire for the sample address or for each designated current sample unit.

For Computer Assisted Personal Interviewing (CAPI), the survey instrument and case management are accessed through the laptop computer.

*Form 11-3, Unit/Permit Listing Sheet*

For each assigned single unit and multi-unit basic street address, the segment folder will contain a *Form 11-3, Unit/Permit Listing Sheet*.

*Form 11-187, Permit Sketch Map*

For incomplete addresses, the segment folder may contain a *Form 11-187, Permit Sketch Map*. The permit sketch map is a visual aid for locating a structure or individual units at a multi-unit structure.

*ALMI Reference Mode*

The Automated Listing and Mapping Instrument (ALMI) reference mode is available through interview case management for all CAPI surveys. The ALMI reference mode allows you to open electronic county, block, and tract maps, as well as view the addresses listed in a block, to help you locate sample units and apply coverage procedures for EXTRAs, mergers, and so forth. The ALMI reference mode will not allow for updates to addresses and geographic data at the time of interview. (As this instrument is developed, more information will be added to this manual.)

## 3.2

## Locating Permit Segment BSAs

**Topics In This Section**

<i>How Do I Locate a Complete Basic Street Address? . . . . .</i>	<i>1</i>
<i>How Do I Locate an Incomplete Basic Street Address? . . . . .</i>	<i>2</i>
<i>How Do I Correct Incomplete Address Information? . . . . .</i>	<i>6</i>
<i>What If I Can't Find the Basic Address? . . . . .</i>	<i>7</i>

**How Do I Locate a Complete Basic Street Address?**

You will not receive any materials to help you locate a complete basic street address.

The complete basic street address is preprinted by computer in the heading of the listing sheet (Figure 3.2-1). To find the general location of a permit segment, use the ZIP Code and the Post Office or Permit Office names, also preprinted in the heading of the listing sheet.

The diagram shows a yellow rounded rectangle on the left containing four labels: **Permit Office Name**, **Address Block**, **Post Office Name**, and **ZIP Code**. Arrows point from these labels to specific fields in the form titled "UNIT/PERMIT LISTING SHEET".

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>						Type of segment PERMIT	Expected number of units 6
Address 1201 ABOIT ROAD				Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH	State ME	ZIP Code 24705	Urban or rural RURAL	Permit date of issue			PAL sequence number
				Year 2004	Month 08	Day 24	68046134/2
County 005				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks							

**Figure 3.2-1** Form 11-3, Unit/Permit Listing Sheet  
Heading Information

## How Do I Locate an Incomplete Basic Street Address?

If the house number is not known when a permit is issued, you will see three asterisks (\*\*\*) in the address block (Figure 3.2-2). If the street name (or number) is not known when a permit is issued, you will see “Incomplete Address” printed in the address block.

**Unknown House Number** →

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 23	PSU 32009	Segment and suffix 1243	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment PERMIT		Expected number of units 3	
Address ***LONGFELLOW STREET								Permit office name BOSTON			
Post office name BOSTON		State MA	ZIP Code 02220	Urban or rural URBAN	Permit date of issue			PAL sequence number			
					Year 2001	Month 05	Day 08	68046134/2			
County					Permit number (or BSAID or SPID/GQID)					Combined address NO	
PAL keyed remarks											

**Figure 3.2-2** Form 11-3, Address Block with a Missing House Number

*Using the PAL Keyed Remarks*

When the permit information was listed earlier, the FR may have included helpful information to locate the address, such as a lot or block number, or the name of the builder. Remarks are printed in the PAL keyed remarks section of the listing sheet (Figure 3.2-3).

**Incomplete Address** →

**PAL Keyed Remarks** →

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 23	PSU 32009	Segment and suffix 1243	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment PERMIT		Expected number of units 3	
Address Incomplete Address								Permit office name BOSTON			
Post office name Boston		State MA	ZIP Code 02220	Urban or rural URBAN	Permit date of issue			PAL sequence number			
					Year 2001	Month 05	Day 08	68046134/2			
County					Permit number (or BSAID or SPID/GQID)					Combined address NO	
PAL keyed remarks Kelley & Sons Construction / Lot 2											

**Figure 3.2-3** Incomplete Address with PAL Keyed Remarks

### Using a Permit Sketch Map

For most incomplete basic addresses, you will receive *Form 11-187, Permit Sketch Map*. During an earlier operation, an FR located the new construction site, listed information about the permit and address on the PAL, and drew a map on a Permit Sketch Map Form (Figure 3.2-4) to help you find the structure(s).

FORM 11-187 (10-15-92)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO <i>30</i>	2. PSU <i>48065</i>	3. Permit month/year <i>05/02</i>	4. Sequence number <i>5177526</i>
<b>PERMIT SKETCH MAP</b> <b>Permit Address</b> <b>List Operation</b>				5. Permit office name <i>Parkhandle Town</i>			
				6. Locality (Post Office) <i>Parkhandle</i>		7. County <i>Carson</i>	
				8. State <i>TX</i>	9. ZIP Code <i>75200</i>	10. Permit number <i>6501</i>	11. PAL line <i>2</i>
				ATTENTION REGIONAL OFFICE		Keep both copies in the Regional Office files.	
				Notes <i>House is a large red brick rambler with a 2-car garage on the left side of the house.</i>			

**Figure 3.2-4** Form 11-187, Permit Sketch Map

If either the PAL remarks or the sketch map are not provided or are not accurate and you still are not certain about the exact location of the basic street address, ask for assistance from the builder or another knowledgeable person. As a last resort, call your RO supervisor for assistance.

When you are trying to identify an incomplete basic address, make reference to the permit number, day of issue, and PAL keyed remarks (if any) from the listing sheet.

**Using the Permit Number**

When you are making inquiries, while trying to locate a complete or incomplete basic street address, refer to the permit number and date of issue shown in the heading of the listing sheet (Figure 3.2-5).

**Permit Information Blocks**

**PAL Keyed Remarks**

<b>FORM 11-3</b> U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RO 23	PSU 32009	Segment and suffix 1243	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 3	
Address ***LONGFELLOW STREET				Permit office name Boston			
Post office name BOSTON	State MA	ZIP Code 02220	Urban or rural URBAN	Permit date of issue		PAL sequence number	
				Year 2001	Month 05	Day 08	68046134/2
County				Permit number (or BSAID or SPID/GQID) 1402			Combined address NO
PAL keyed remarks Kelley & Sons Construction							

**Figure 3.2-5** Form 11-3, Permit Information Blocks

If...	Then...
The owner or occupant of the structure isn't sure it was built under the permit	Contact the builder.
The builder is not listed in the PAL keyed remarks of the listing sheet	Call your RO, who may be able to identify the builder from the original PAL.
The builder can't be contacted, or for some reason can't verify what was built under the permit	Your RO may instruct you to contact the permit office, shown at the top of the listing sheet. Or, the RO may refer the problem to the FR who did the original PAL.



### Using the Expected Number of Units

When trying to locate a basic street address, complete or incomplete, use the expected number of units shown in the heading of the listing sheet as a guide to the size of structure you are looking for (Figure 3.2-6). For example, if the expected number of units is 1, when you inquire you might ask, “I’m looking for a single-family house at (address).” Then refer to the permit number and the day of issue.

**Expected Number of Units Block**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 30	PSU 48155	Segment and suffix 2234	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
				Permit office name CAPE ELIZABETH TOWN			
Address 2425 OAKWOOD DRIVE							
Post office name WALKER	State 48	ZIP Code 77484	Urban or rural RURAL	Permit date of issue			PAL sequence number
				Year 2001	Month 08	Day 24	68053152/2
County 155				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1			Q26	01			

**Figure 3.2-6** Form 11-3, Expected Number of Units Block

## How Do I Correct Incomplete Address Information?

If you locate the structure(s) and can get a complete address, correct the listing sheet (Figure 3.2-7).

### To correct an incomplete address on the listing sheet, do the following:

- 1 Line through the original entry and enter the correct entry above it.
- 2 Enter *"Obtained Complete Address"* and the date in the Footnotes section.
- 3 List units at the address as instructed and interview the current sample units.
- 4 Prepare an INTER-COMM explaining the update and identify the steps taken to verify the change.

**Enter correct address** →

**Indicate that you corrected the address and the date in the Footnotes** →

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 23	PSU 32009	Segment and suffix 1243	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address → <del>419</del> <sup>419</sup> LONGFELLOW STREET				Permit office name BOSTON			
Post office name BOSTON	State MA	ZIP Code 02220	Urban or rural URBAN	Permit date of issue Year: 2001, Month: 05, Day: 08			PAL sequence number 68046134/2
County				Permit number (or BSAID or SPID/GQID) 1402			Combined address NO
PAL keyed remarks Kelley & Sons Construction							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1			Q26	01			
Footnotes <i>Obtained complete address 7/24/2002</i>							

**Figure 3.2-7** Corrected Listing Sheet

For PAPI surveys, correct the address on the control card and survey questionnaire. For CAPI surveys, make corrections on the laptop display or CAPI instrument.

## What If I Can't Find the Basic Address?

When all attempts to locate the basic address fail, discuss the situation with your supervisor.

**When you can't find the basic address, do the following:**

- 1 If your supervisor tells you to stop trying, then you must enter *"Unable to Locate"* and the date in the Footnotes section of the listing sheet (Figure 3.2-8).
- 2 Prepare an INTER-COMM or CAPI email message explaining the situation.
- 3 Report any current sample units that use the basic address as a Type A Non-interview—Unable to locate.

**Report current sample as a Type A Non-interview**

**Indicate that you did not find the address and the date in the Footnotes**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 1201 ABOIT ROAD				Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH	State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year 2001 Month 08 Day 24			PAL sequence number 680461342
County 005				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks Kelley & Sons Construction							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1			Q26	01	Type A - Unable to locate 4/5/2002		
Footnotes Unable to locate 4/5/2002							

**Figure 3.2-8** Listing Sheet for an Address You Could Not Locate

**3.3****Single Units in Permit Segments****Topics In This Section**

<i>How Do I List a Single Unit Address? . . . . .</i>	<i>1</i>
<i>How Do I Handle Special Listing Situations? . . . . .</i>	<i>3</i>

**How Do I List a Single Unit Address?**

After you locate the single unit basic street address, list the unit by drawing a dash (—) in column (2) of line 1 (Figure 3.3-1).

**List the single unit by drawing a dash in column (2) of line 1.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>30</b>	PSU <b>48155</b>	Segment and suffix <b>2234</b>		Survey name <b>CEQ</b>	
<b>UNIT/PERMIT LISTING SHEET</b>					Type of segment <b>PERMIT</b>			Expected number of units <b>1</b>	
					Address <b>2425 OAKWOOD DRIVE</b>				
Post office name <b>WALKER</b>		State <b>48</b>	ZIP Code <b>77484</b>	Urban or rural <b>RURAL</b>	Permit date of issue			PAL sequence number	
					Year <b>2001</b>	Month <b>08</b>	Day <b>24</b>	<b>68053152/2</b>	
County <b>155</b>					Permit number (or BSAID or SPID/GQID) <b>7601</b>			Combined address <b>NO</b>	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)		Remarks (reason and date for change) (5)		
<b>1</b>	—			<b>Q26</b>	<b>01</b>				

**Figure 3.3-1** Listing a Single Unit Address**Verify Your Listing**

*Always* verify your listing with a household member at the unit, by asking the following questions:

- ☞ “What is your exact address?” (*Check that the address given matches the one printed on the listing sheet.*)

☞ “I have listed one unit at (*read the basic address*). Are there other living quarters—either occupied or vacant—at this address?”

For CAPI surveys, these verification questions may be contained in the instrument.

*Complete the Listing Sheet*

After listing and verifying the address, complete the Listed and Updated section at the bottom of the listing sheet (Figure 3.3-2). Enter your FR code, initials, the month and year of listing, and the total number of units.

**Completed  
Listed and  
Updated  
section.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RD 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 1201 ABBOTT ROAD				Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH	State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year: 2001, Month: 08, Day: 24			PAL sequence number 68046134/2
County 005				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	.....		Q26	01			
Multi-units				Listed and updated			
Name of Complex				FR Code	A26		
Contact Person				FR initials	STR		
Title				Month/Year	3/03		
Telephone number				Total number of units	1		

**Figure 3.3-2** Form 11-3 Listed and Updated Section

*Conduct the Interview*

After verifying that you are at the correct address and that the address is a single unit, conduct the interview.

## **How Do I Handle Special Listing Situations?**

The following sections describe special situations that you may encounter while listing a single unit address.

### *I Expected a Single Unit and Found a Multi-Unit*

Whenever you expect a single unit address and find that the address covers more than one unit, determine the number of units using the basic address.

#### **If the address covers four or fewer units and you are conducting a CAPI survey, do the following:**

- 1** Add the units to case management as additional units. Case management will assign the serial number and suffix.
- 2** Interview the units as additional units.

#### **If the address covers four or fewer units and you are conducting a PAPI survey, do the following (Figure 3.3-3 on the next page):**

- 1** Starting on line 1, list each unit on a separate line in column (2).
- 2** Contact your RO, who will assign the serial number and suffix; enter in column (4).
- 3** Explain the situation in the Footnotes section of the listing sheet, including the date of discovery.
- 4** Prepare a new control card and questionnaire for each additional unit.
- 5** Interview the units as additional units.

**List the additional units in column (2).**

**Enter the serial number and suffix you obtain from your RO.**



**Explain the situation in the Footnotes.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 21	PSU 23005	Segment and suffix 1301		Survey name NHIS	
<b>UNIT/PERMIT LISTING SHEET</b>						Type of segment PERMIT		Expected number of units 1	
Address 1201 ABBOTT ROAD						Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH		State 23	ZIP Code 24705	Urban or rural RURAL		Permit date of issue Year 2001 Month 08 Day 24		PAL sequence number 68046134/2	
County 005		PAL keyed remarks				Permit number (or BSAID or SPID/GQID) 7601		Combined address NO	
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)		Remarks (reason and date for change) (5)		
1	Unit 1			Q26	01Z				
2	Unit 2				014				
3	Unit 3				01X				
Footnotes <i>Expected single unit, found multi-unit structure 2/15/2002</i>									

Figure 3.3-3 Listing Additional Units

*House Number With  
Suffixes*

If you expected a single unit address and find that:

-  The address has more than one unit and
-  Each unit uses the same house number along with a unique letter suffix.

Call your supervisor and ask if the suffix house numbers are listed on separate lines of the Permit Address Listing (PAL).

**If the suffix house numbers are listed on separate PAL lines, do the following:**

- 1 On line 1 in column (2), list only the suffix house number covered by the permit number in the heading of the assigned listing sheet for the basic address.
- 2 Conduct the interview.

**If the suffix house numbers are not listed on separate PAL lines and there are four or fewer units, do the following:**

- 1 List the suffix house numbers in column (2) starting on line 1 of the assigned listing sheet for the basic address. (See Figure 3.3-4 on the next page.)

For CAPI surveys, add the units in case management; the serial and suffix numbers will automatically be assigned.

- 2 Contact your RO who will assign the serial and suffix numbers for the additional units. Enter the serial and suffix numbers in column (4) of the listing sheet.
- 3 Prepare a new control card and survey questionnaire for each addition unit.
- 4 Interview all units listed.

If there are more than four units, call your RO.



For example, you are assigned a listing sheet for the basic address 1103 Quimby Drive. You find a three-unit structure, instead of a one-unit structure. One unit uses 1103A Quimby Drive and the other units use 1103B and 1103C Quimby Drive. The units were not listed on separate PAL lines. List the three units in column (2) of the listing sheet as shown in Figure 3.3-4 and interview.

List the suffix house numbers in column (2).

Enter the serial number and suffix you obtain from your RO in column (4).

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RD 14	PSU 43780	Segment and suffix 1400	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 1103 Quimby Drive				Permit office name Lancaster			
Post office name Lancaster		State 09	ZIP Code 44032	Urban or rural RURAL		PAL sequence number 58746134/1	
Country 009		Permit number (or BSAID or SPID/GQID) 4326				Combined address NO	
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)	
1	1103A			Q26	01A		
2	1103B				01B		
3	1103C						

**Figure 3.3-4** Listing a House Number with Suffixes

**Fractional Addresses**

If your assigned single unit address is a non-fractional address, but you find that it is a fractional address, call your supervisor and ask if the fractional address is listed on a separate line on the PAL.

If...	Then...
The fractional address is listed on a separate PAL line	Do not list the fractional address on the assigned listing sheet for the basic address.
The fractional address is not listed on a separate PAL line	List the fractional address on a separate line in column (2) of the listing sheet (Figure 3.3-5.)

For example, your assigned listing sheet contains the address 53 Barley Road. You find the structure that uses 53 Barley Road, but you also find a structure that uses 53½ Barley Road. If 53½ Barley Road is not on a separate PAL line, list it on the listing sheet for 53 Barley Road.

**Listing a fractional house number.**

→

FORM 11-3 (6-11-2001) U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 09	PSU 43780	Segment and suffix 5437	Survey name <b>SIPP</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units <b>1</b>	
Address 53 Barley Road				Permit office name Memphis			
Post office name Memphis	State 32	ZIP Code 55555	Urban or rural URBAN	Permit date of issue Year: 2004, Month: 10, Day: 22			PAL sequence number 59978434/1
County 043				Permit number (or BSAID or SPID/GQID) 3451			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)	
1	53 1/2			Q26	01		
2							

**Figure 3.3-5** Listing a Fractional Address

**Abandoned Permit**

When attempting to locate the assigned basic street address, whether complete or incomplete, you may find out from the builder or the permit office that the builder abandoned the permit and never built the structure.

**If a permit is abandoned, do the following:**

- 1** In the Footnotes section of the listing sheet, enter *"Abandoned permit"* and the date discovered (Figure 3.3-6).
- 2** Prepare an INTER-COMM for your RO explaining how you determined that the permit was abandoned.
- 3** Classify the current sample unit as a Type C Non-interview—Permit abandoned.

**Indicate the Non-Interview Type and date discovered.**

**Annotate the situation and date in the Footnotes.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>21</b>	PSU <b>23005</b>	Segment and suffix <b>1301</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>1</b>	
Address <b>1201 ABBOTT ROAD</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name <b>CAPE ELIZABETH</b>	State <b>23</b>	ZIP Code <b>24705</b>	Urban or rural <b>RURAL</b>	Permit date of issue Year: <b>2001</b> Month: <b>08</b> Day: <b>24</b>			PAL sequence number <b>680461342</b>
County <b>005</b>		Permit number (or BSAID or SPID/GQID) <b>7601</b>			Combined address <b>NO</b>		
PAL keyed remarks Kelley & Sons Construction							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
<b>1</b>			<b>Q26</b>	<b>01</b>	<i>Type C - Permit abandoned 2/15/2003</i>		
Footnotes <i>Abandoned permit 2/15/2003</i>							

**Figure 3.3-6** Listing for an Abandoned Permit, Address Not Found

## Replacements

While listing, you may find that the original structure for the assigned address has been demolished or moved away. In its place, you may find another structure or mobile home.

A replacement could be discovered as you justify a difference between the expected number of units and the actual number of units for an address.

If you find that the original structure was replaced by another new structure, you must verify that it was built under the same permit number as the original structure. You can verify this fact with either:



The builder or



The permit office (*after getting supervisory approval*).

If...	Then...
A replacement is built under the same permit number as the original structure	List and interview following standard procedures.
A replacement is built under a different permit number than the original structure	<ol style="list-style-type: none"> <li>1. Do not list the address.</li> <li>2. Classify the current sample unit as a Type C Non-interview–Replacement Structure.</li> <li>3. Prepare an INTER-COMM for your RO (Figure 3.3-7 on the next page).</li> </ol>

**Provide the following information:**

**Replacement type and address**

**Number of units**

**Permit #, date of issue, Permit office name**

Form 11-36 (11-17-99)		a. TO: <i>Roger Bennett</i>		d. Survey <i>NHIS</i>
U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field COMMunication</b>		b. FROM: <i>Susan Miller</i>	FR Code <i>A19</i>	
		c. Regional Office <i>Denver</i>		e. Date <i>10/20/03</i>
		IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
		f. PSU code <i>42075</i>	g. Segment number <i>9014</i>	h. Type segment <i>Permit</i>
See instructions on the reverse of copy 2 or 3.		i. Serial number or other identification <i>Sheet 1, Line 1</i>		j. Sample <i>402</i>
<b>Section I</b> STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)				
→ Address replaced by a single-family house. → Address of replacement: <i>5412 Main Street</i> → No. of units at structure: <i>1</i> → Replacement Permit # <i>7456</i> , <i>2001/08/24</i> , <i>Denver</i>				

**Figure 3.3-7** INTER-COMM for Replacement Structure Built Under a Different Permit Number

*Construction Not Started  
or Completed*

You could be assigned a basic address for a structure for which construction either hasn't been started or is not yet completed. We consider construction to be complete when:

- ☐ All exterior windows and doors have been installed,
- ☐ The usable floors are finished,
- ☐ The unit is ready for occupancy, and
- ☐ A Certificate of Occupancy has been issued. (In some localities, a unit is not ready for occupancy until the local jurisdiction issues a Certificate of Occupancy.)

**If construction has not started or is incomplete for the single unit structure, do the following:**

- 1 Enter the date discovered and the following in the Footnotes section of the listing sheet (Figure 3.3-8): *"Construction Not Started"* or *"Under Construction."*
- 2 If you can get the construction start or completion date from the builder or some other knowledgeable person, enter it in the Footnotes.
- 3 Classify the current sample unit as a Type B Non-interview—Construction Not Started.

If the construction is complete, but the unit is vacant at the end of the interview period, classify the unit as Type B Non-interview—Vacant.

**Indicate the Non-Interview Type and date discovered.**

**Annotate the situation and date in the Footnotes.**

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment PERMIT		Expected number of units 1	
Address 1201 ABBOTT ROAD								Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH		State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year: 2001 Month: 08 Day: 24			PAL sequence number 68046134/2			
County 005					Permit number (or BSAID or SPID/GQID) 7601			Combined address NO			
PAL keyed remarks Kelley & Sons Construction											
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)					
1				Q26	01	Type B - Construction Not Started 3/8/2001					
Footnotes <i>Under construction 3/8/2001; Completion date: 4/2/2001</i>											

**Figure 3.3-8** Listing for a Structure Under Construction

*Basic Address Identifies  
or Was Converted to a  
GQ*

You may find that the basic address identifies a GQ or is either on the same property or in the same structure as a GQ.

**When GQs are found in permit segments, do the following:**

- 1** Do not list the address.
- 2** Enter the GQ name and type, as well as the name, title, and telephone number of the person in charge in the Footnotes section of the listing sheet (Figure 3.3-9).
- 3** Classify the current sample unit as a Type C Non-interview–Other.
- 4** Prepare an INTER-COMM for your RO to report this situation.

**Indicate the  
Non-Interview  
Type and date  
discovered.**

**Annotate the  
situation and  
date in the  
Footnotes.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address <b>1201 ABBOTT ROAD</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name CAPE ELIZABETH	State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year 2001 Month 08 Day 24			PAL sequence number 690461342
County 005				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks Kelley & Sons Construction							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1			Q26	01	Type C - Other 3/8/2007		
Footnotes <i>Basic address is a Type 702 GQ. Anne Smith, Director 204-555-3415</i>							

**Figure 3.3-9** Listing for a Basic Address that is a GQ

**3.4****Multi-Unit Initial Listing*****Topics In This Section***





<i>How Do I List Multi-Units With Unit Designations? . . . . .</i>	<i>1</i>
<i>How Do I List Multi-Units Without Unit Designations? . . . . .</i>	<i>5</i>
<i>How Do I Complete the Listing Sheet? . . . . .</i>	<i>9</i>
<i>What If the Multi-Unit Requires Additional Sheets? . . . . .</i>	<i>10</i>
<i>How Do I Verify the Expected Number of Units? . . . . .</i>	<i>11</i>
<i>Interviewing Current Sample Units . . . . .</i>	<i>16</i>

**How Do I List  
Multi-Units With  
Unit Designations?**

The following procedures are for listing units at a basic address that have some form of numbering or lettering identifications, and the only unnumbered units are basement or penthouse apartments.

***List the Units***

Try to get a complete list of the unit designations from which you can list the address. Possible sources are:




-  A building superintendent,
-  Manager,
-  Rental agent, or similar type of person, or
-  A building directory or the building's mailboxes.

If this is not possible, canvass the address and list by observation.



### To list multi-units with unit designations, do the following:

Without skipping any lines, start listing units on line 1 of column (2). Follow this sequence to list units on the assigned Unit/Permit Listing Sheet:

-  Start with any unnumbered basement units, giving each one a unique description that is easily identifiable (Figure 3.4-1).
-  Next, list each unit designation starting from the lowest letter or number designation and working up to the highest letter or number.
-  Finish with any unnumbered penthouse apartments.

**Listing a multi-unit with unit designations.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 14	PSU 43780	Segment and suffix: 1400	Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT		Expected number of units 4	
Address 5643 Windsor Drive				Permit office name Mitchelville			
Post office name Mitchelville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year 2004 Month 10 Day 06			PAL sequence number 98596134/1
County 021				Permit number (or BSAID or SPID/GQID) 1385			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	Basement 1		Y06	01			
2	Basement 2						
3	1A		Y06	02			
4	1B		Y06	03			

**Figure 3.4-1** Listing Sheet for Multi-Unit With Unit Designations

### Verify Your Listing

Verify the accuracy of your completed listing with a knowledgeable person, such as a building superintendent, manager, rental agent, or similar type person. Ask the following questions:

- 👁️ “What is your exact address?” (*Check that address given matches the address on the listing sheet.*)
- 👁️ “I have listed apartments \_\_\_\_ through \_\_\_\_ at (*Read basic address.*)”
- 👁️ “Have I listed any units that are not used as living quarters? (Pause) Have I missed any living quarters—either occupied or vacant—that use this basic address (*Read address*)?”

For CAPI surveys, these verification questions may be contained in the interviewing instrument.

### Correct the Listing Sheet

After verifying your listing, you may need to correct the listing sheet by adding units you missed during canvassing or deleting units that are not living quarters.

#### **To add missed units, do the following:**

Enter any missed units at the end of the listing. Do not relist the address.

**To delete listed units that are not living quarters, do the following:**

- 1** Line out the listed unit that verification discovers is not an housing unit (Figure 3.4-2).
- 2** Explain the situation and provide the date discovered in the Remarks column.

**Line out the unit that is no longer a living quarters and explain in the Remarks column.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 14	PSU 43780	Segment and suffix 1400	Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT		Expected number of units 4	
Address 5643 Windsor Drive				Permit office name Mitchelville			
Post office name Mitchelville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year 2004 Month 10 Day 06			PAL sequence number 98696134/1
County 021				Permit number (or BSAID or SPID/GQID) 1385			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	Basement 1		Y06	01			
2	<del>Basement 2</del>				Type C - Permanent Storage 2/22/05		
3	1A		Y06	02			
4	1B		Y06	03			

**Figure 3.4-2** Listing Sheet With a Deleted Unit

## How Do I List Multi-Units Without Unit Designations?

The following are procedures for listing addresses that do not have any unit designations or any form of numbering or lettering identifications.

*Canvass the Structure*

**To canvass a structure, do the following:**

- 1 Enter the multi-unit's lowest level. As you walk to your right, find out how many units occupy the floor and the location of each unit on the floor.

2

If...	Then...
You can describe each unit on the listing sheet so that another FR can find the units easily	Go to <i>List the Multi-Unit</i> on page 6 of this module.
You cannot describe each unit on the listing sheet so that another FR can find the units easily	Go to <i>Drawing a Floor Layout Map</i> on page 7 of this module.

*List the Multi-Unit*

Canvass each floor from lowest to highest. Enter a unique unit description for each unit in column (2) of the listing sheet (Figure 3.4-3). Do not skip any lines as you list unit descriptions.

**List the units using a unique description so that another FR can easily find them.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 14	PSU 43780	Segment and suffix 1400		Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT			Expeded number of units 4	
Address 5643 Windsor Drive				Permit office name Mitchelville				
Post office name Mitchelville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year 2004 Month 10 Day 06			PAL sequence number 98596134/1	
County 021				Permit number (or BSAID or SPID/GQID) 1385			Combined address NO	
PAL keyed remarks								
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	1 <sup>st</sup> Floor, right							
2	1 <sup>st</sup> Floor, left							
3	2 <sup>nd</sup> Floor, right							
4	2 <sup>nd</sup> Floor, left							

**Figure 3.4-3** Listing Units That Do Not Have Unit Designations

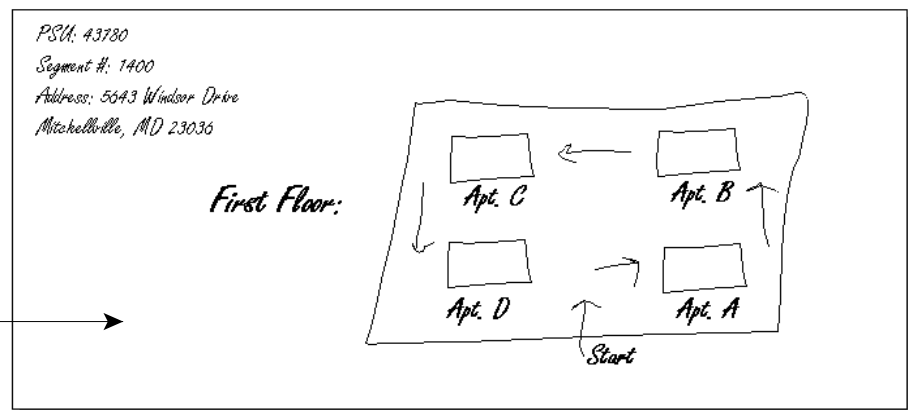
### Drawing a Floor Layout Map

#### To draw a floor layout map, do the following:

- 1 Using a blank sheet of paper, draw a map of the lowest floor and the position of each unit on the floor. Write the PSU, segment number, and address on the map.
- 2 On the map, identify the floor and assign a unique letter designation to each unit in the same sequence as you canvassed the floor (Figure 3.4-4).

Always canvass a floor by starting at the entrance and proceeding to your right.

**Draw a floor layout map making sure to annotate the floor you are on and where you started your canvass.**



**Figure 3.4-4** Floor Layout Map

- 3 Repeat step 2 for each floor of the multi-unit from the lowest to the highest. If the layout of each floor is the same, draw one floor and note that each floor is laid out the same.
- 4 Enter the unit descriptions in column (2) of the listing sheet (Figure 3.4-5). *Do not skip lines* as you list the unit descriptions.

Give each unit a unique letter designation and begin listing on line 1 of column (2).

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RD 14	PSU 43780	Segment and suffix 1400	Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT		Expeded number of units 4	
Address 5643 Windsor Drive				Permit office name Mitchelville			
Post office name Mitchelville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year: 2004, Month: 10, Day: 06			PAL sequence number 98596134/1
County 021				Permit number (or BSAID or SPID/GQID) 1385			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	1 <sup>st</sup> Floor, A						
2	1 <sup>st</sup> Floor, B						
3	1 <sup>st</sup> Floor, C						
4	1 <sup>st</sup> Floor, D						

**Figure 3.4-5** Listing of Units Without Unit Designations

### Verify Your Listing

Verify the accuracy of your completed listing with a knowledgeable person, such as a building superintendent, manager, rental agent, or similar type of person. Ask the following questions:

- ☞ “What is your exact address ?” (*Check that the address given matches the address on the listing sheet.*)

- ☞ “I have listed apartments \_\_\_\_ through \_\_\_\_ at  
(*Read basic address*).”
- ☞ “Have I listed any units that are not used as  
living quarters? (*Pause*) Have I missed any  
living quarters—either occupied or vacant—which  
use the basic address (*Read basic address*)?”

For CAPI surveys, these verification questions may be contained in the interviewing instrument.

## How Do I Complete the Listing Sheet?

After listing and verifying the address, complete the Listed and Updated section at the bottom of the listing sheet (Figure 3.4-6). Enter your FR code, initials, the month and year of listing, and the total number of units.

**Completed  
Listed and  
Updated  
section.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 1201 ABBOTT ROAD				Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH	State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year: 2001, Month: 08, Day: 24			PAL sequence number 680461342
County 005				Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	.....		Q26	01			
Multi-units				Listed and updated			
Name of Complex				FR Code	A26		
Contact Person				FR initials	STR		
Title				Month/Year	3/03		
Telephone number				Total number of units	1		

**Figure 3.4-6** Form 11-3, Listed and Updated Section



### **What If the Multi-Unit Requires Additional Sheets?**

If a multi-unit address requires additional listing sheets, you will need to continue listing the address on a blank Unit/Permit Listing Sheet.

#### **To prepare an additional listing sheet, do the following:**

- 1** Copy all heading items from the preprinted listing sheet.
- 2** Complete the Sheet \_\_\_ of \_\_\_ Sheets line at the bottom of each additional listing sheet that you complete for an address, and correct the numbers on the preprinted listing sheets.
- 3** Call your supervisor for sampling instructions.

## How Do I Verify the Expected Number of Units?

The number preprinted in the Expected number of units box (Figure 3.4-7) of the listing sheet indicates the number of units that the builder intended to build when the building permit was issued for the address.

**Check this box for the intended number of units at this address.**

<b>FORM 11-3</b> U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RO <b>30</b>	PSU <b>48155</b>	Segment and suffix <b>2234</b>	Survey name <b>CEQ</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>1</b>	
Address <b>2425 OAKWOOD DRIVE</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name <b>WALKER</b>	State <b>48</b>	ZIP Code <b>77484</b>	Urban or rural <b>RURAL</b>	Permit date of issue			PAL sequence number
				Year <b>2001</b>	Month <b>08</b>	Day <b>24</b>	<b>68053152/2</b>
County <b>155</b>				Permit number (or BSAID or SPID/GQID) <b>7601</b>			Combined address <b>NO</b>
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1			Q26	01			

**Figure 3.4-7** Form 11-3, Expected Number of Units Box

Whenever you list fewer or more units than the number entered in the Expected number of units box, you need to explain the difference.

Contact someone knowledgeable about the basic address and record in the Footnotes section of the listing sheet the reason(s) for the difference.

### Combined Addresses

If Permit Address Listing (PAL) listed more than one permit for a basic address, we sometimes collapse the PAL lines for the address into one and refer to this as a *combined address*. The Unit/Permit Listing Sheet for the combined address will have *Yes* printed in the Combined Address box in the heading. (A *No* in the Combined Address box means that only one permit is associated with the address on the assigned listing sheet.) In addition, for combined addresses, a permit number and the words “and more” will be printed in the Permit number box in the heading of the assigned listing sheet (Figure 3.4-8).

Check these boxes for combined address information.

FORM 11-3 U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RO 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>6</b>	
Address <b>1201 ABBOTT ROAD</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name <b>CAPE ELIZABETH</b>	State <b>23</b>	ZIP Code <b>24705</b>	Urban or rural <b>RURAL</b>	Permit date of issue			PAL sequence number
				Year <b>2004</b>	Month <b>08</b>	Day <b>24</b>	<b>68046134/2</b>
County <b>005</b>				Permit number (or BSAID or SPID/GQID) <b>7601 and more</b>			Combined address <b>YES</b>
PAL keyed remarks							

**Figure 3.4-8** Identifying a Combined Address on the Listing Sheet

The permit information on the listing sheet for a combined address is for the first permit that PAL listed for the address. However, the number printed in the Expected number of units box includes all units for all permits issued for the address. If you find fewer units than expected at the assigned address, you may not be able to resolve the difference using only the permit number shown in the Permit number box. Contact your RO if you need to reference the numbers of the other building permits issued for the assigned basic street address. With all combined permit numbers at your disposal, you can determine if the units built under the permits are in different structures or even different addresses. *Include only the units built under the permit numbers that have been combined.*

**If there are fewer units than the expected number of units, do the following:**

- 1** Try to determine what happened to the expected units that you couldn't find at the address. Check for:
  - Any units you may have missed,
  - Any units that converted to non-residential usage, or
  - Any units that merged.
- 2** Explain the situation in the Footnotes section of the listing sheet. Here are a few examples:
  - a. *"Builder built fewer units than the permit was issued for", or*
  - b. *"Several units are being used for non-residential purposes."*
- 3** Complete an INTER-COMM or CAPI email explaining the reason for a non-interview of any current sample units.
- 4** Return to your RO as Type C Non-interviews any preprinted control cards and questionnaires to which serial numbers were preassigned, but for which you did not interview a unit because it corresponded to an unused line of the listing sheet.

**If there are more units than expected, do the following:**

- 1** Verify that you only listed units that use the same basic address and were built under the same permit number as those printed on the listing sheet.
- 2** Try to determine why the difference exists. If you can determine the reason for the difference, note the reason in the Footnotes section of the listing sheet. Check for any:
  - Additions
  - Replacements, or
  - Conversions
- 3** Call your RO before conducting any interviews if:
  - You cannot determine the reason for finding more units than expected or
  - The number of units to be interviewed for the sample *exceeds* the cut-offs shown below.

Additional Unit Cut-Off Limit by Survey			
Survey	Cut-off	Survey	Cut-off
NHIS	16	CEQ	12
CPS	15	CED	12
RENT	12	AHS-MS	6
NCVS	15	AHS-N	6
SIPP	8		

- 4 If the number of sample units is less than the survey cut-off, list the additional units in column (2) of the assigned listing sheet for the basic address.

For CAPI surveys, add the units in case management; the serial and suffix numbers will automatically be assigned.

- 5 Contact your RO who will assign the serial and suffix numbers for the additional units. Enter the serial and suffix numbers in column (4) of the listing sheet.
- 6 Prepare a new control card and survey questionnaire for each additional unit.
- 7 Interview all units listed.

#### *Structures With a Range of House Numbers*

You may discover a structure that uses a range of house numbers, such as 81–91 Pine Street.

If...	Then...
A unit in the structure uses a house number that matches the house number on the assigned listing sheet	Interview that unit. <i>Don't interview any others.</i>
None of the units in the structure uses a house number that matches the house number on the assigned listing sheet	Try to determine which unit or units were built under the permit number shown in the heading of the assigned listing sheet. If you can't make this determination, call your RO for assistance.

**If more than one unit in the structure uses the same house number that matches the house number on the assigned listing sheet, do the following:**

- 1 If there are four or less units, list the units using the assigned house number in column (2) of the assigned listing sheet for the basic address.

For CAPI surveys, add the units in case management; the serial and suffix numbers will automatically be assigned.

If you list more than four units, call your RO.

- 2 Contact your RO who will assign the serial and suffix numbers for the additional units. Enter the serial and suffix numbers in column (4) of the listing sheet.
- 3 Prepare a new control card and survey questionnaire for each additional unit.
- 4 Interview all units listed.

## **Interviewing Current Sample Units**

Interview all units which are listed in column (2) of the listing sheet and that have a current sample designation printed in column (3), with the exception of listings that require a phone call to the RO before interviewing.

Enter the unit designations for the current sample units in case management for CAPI surveys, or on the control card and survey questionnaire for PAPI surveys.

**3.5****Previously Listed Multi-Units****Topics In This Section**

<i>What is an Identical Address?</i> . . . . .	1
<i>Listing Sheet for an Identical Address</i> . . . . .	1
<i>How Do I Verify an Initial Listing?</i> . . . . .	2
<i>How Do I Correct an Initial Listing?</i> . . . . .	3
<i>Completing the Listed and Updated Section</i> . . . . .	8
<i>Interviewing Current Sample Units</i> . . . . .	9
<i>Special Situations</i> . . . . .	9

**What is an Identical Address?**

An *identical address* is a basic address for a multi-unit structure that is selected for more than one survey. An identical address may have some units designated for one survey, such as CPS, and other units designated for other surveys, like SIPP or AHS-MS. An identical address may also be included in more than one segment for the same survey. For example, segments 2001 and 3003 for SIPP may both interview at the same basic address.

**Listing Sheet for an Identical Address**

For identical addresses, the FR who is assigned to the survey that comes into sample first is responsible for the initial listing of the address. If you are assigned an identical address after the initial listing, you will receive a photocopy of the initial listing sheet.

If an assigned address was in an earlier segment or survey, you will receive a new listing sheet for the current sample segment on which you are working and you will see “*Also in: survey acronym, sample designation, segment number*” in the Footnotes section (Figure 3.5-1 on the next page). If you see the “*Also in:...*” note in the Footnotes section of the listing sheet, do not verify the accuracy of the listing, unless your RO directs you to verify it.



**If the address was in an earlier segment or survey, that information will be printed in the Footnotes.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>21</b>	PSU <b>23005</b>	Segment and suffix <b>1301</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>2</b>	
Address <b>1201 ABBOTT ROAD</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name <b>CAPE ELIZABETH</b>	State <b>23</b>	ZIP Code <b>24705</b>	Urban or rural <b>RURAL</b>	Permit date of issue Year: <b>2001</b> Month: <b>08</b> Day: <b>24</b>			PAL sequence number <b>68046134/2</b>
County <b>005</b>				Permit number (or BSAID or SPID/GQID) <b>7601</b>			Combined address <b>NO</b>
PAL keyed remarks <b>Kelley &amp; Sons Construction</b>							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	Apt. A		Q26	01			
2	Apt. B		Q26	02			
Footnotes <i>Also in: SIPP, Q12, 7603</i>							

**Figure 3.5-1** Identical Address Listing

## How Do I Verify an Initial Listing?

Occasionally, your RO may instruct you to verify an original listing when a survey comes into sample for the next panel, rotation, or wave. Your verification will catch any new or missed units, so that every unit at an address has a chance to be selected for interview. However, most surveys that use permit segments will not require verification. An exception to this is AHS-MS and AHS-N. If you are assigned a previously listed multi-unit address, your RO may instruct you to verify that the initial listing is still accurate and to make any required changes based on your findings.

**Do not assume that the previous listing is correct.**

**To verify an identical address initial listing, do the following:**

- 1** Canvass the multi-unit structure, following the same path of travel that the original listing FR followed, even if it contradicts normal listing procedures.
- 2** Make sure that each unit you find at the address is entered on the listing sheet.
- 3** If you need to correct the listing sheet, always verify corrections with a knowledgeable person before changing the listing sheet. Try to reach the contact person entered in the Multi-units section of the listing sheet for verification.

Do not show the listing to anyone.

- 4** If you cannot reach the contact person for the multi-unit and someone else verified your corrections, enter the following information in the Footnotes section of the listing sheet:
  - a. *“Changes verified by* (name and title of verifier)*”*
  - b. Verifier’s telephone number
  - c. Date

**How Do I Correct an Initial Listing?**

After verifying a listing, you may need to correct the listing by:

- Correcting un-numbered or un-lettered units,
- Adding units to the initial listing,
- Accounting for units that no longer exist or that were listed in error, or
- Relisting due to extensive changes.

### Correcting Un-numbered or Un-lettered Units

### To correct units that were initially un-numbered or un-lettered, do the following:

- 1** If you discover unit designations for units that were un-numbered or un-lettered initially, line out the previous entry in column (2).
- 2** Enter the correct unit designation to the right of the lined-out entry.
- 3** In column (5), enter the reason for the correction and the date discovered (Figure 3.5-2).

**To correct the listing, line-out the previous entry, enter the correction, and annotate the reason for and date of the correction.**

FORM 11-3 (8-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RD 14	PSU 43780	Segment and suffix 1400	Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT		Expedited number of units 4	
Address 5643 Windsor Drive				Permit office name Mitchellville			
Post office name Mitchellville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year: 2004, Month: 10, Day: 06			PAL sequence number 98596134/1
County 021				Permit number (or BSAID or SPID/GQID) 1385			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	<del>1<sup>st</sup> Floor, right</del> <b>1A</b>				Obtained correct unit designation 5/2/05		
2	<del>4<sup>th</sup> Floor, left</del> <b>1B</b>				Obtained correct unit designation 5/2/05		

**Figure 3.5-2** Correcting Un-numbered or Un-lettered Units

## Adding Missed Units

**To add a unit at the basic address that was left off the initial listing, do the following:**

- 1** Enter the unit designation in column (2) on the line following the last unit listed (Figure 3.5-3). *Do not skip any lines.*
- 2** In column (5), enter the reason for the addition and the date discovered.

**Add the missed unit after the last listed unit.**

**Enter the date and annotate the reason for the addition.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RD 14	PSU 43780	Segment and suffix 1400		Survey name CEQ	
UNIT/PERMIT LISTING SHEET					Type of segment PERMIT			Expected number of units 4	
Address 5643 Windsor Drive					Permit office name Mitchelville				
Post office name Mitchelville		State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year: 2004, Month: 10, Day: 06			PAL sequence number 98596134/1	
County 021					Permit number (or BSAID or SPID/GQID) 1385			Combined address NO	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)			
1	T1			Q2	01				
2	T2								
3	T3			Q2	02				
4	→ Basement 1A			Q2	03	Missed unit 12/2/04			

**Figure 3.5-3** Adding Missed Units to the Listing Sheet

- 3** If the added unit falls on a line with a current sample designation in column (3), interview the unit as an additional unit.

If...	Then...
You are conducting a CAPI survey	<ul style="list-style-type: none"> <li>■ Add the unit to case management as additional unit. Case management will assign the serial number and suffix.</li> <li>■ Add the serial and suffix numbers in column (4) of the listing sheet.</li> </ul>
You are conducting a PAPI survey	<ul style="list-style-type: none"> <li>■ Call your RO who will assign a serial and suffix number.</li> <li>■ Prepare a control card and survey questionnaire for the additional unit.</li> </ul>

If no lines are available to add a missed unit, prepare a blank *Form 11-3 Unit/Permit Listing Sheet* as instructed in Module 3.4 under *What If the Multi-Unit Requires Additional Sheets?*.

## Accounting for Non-existent Units

**If a listed unit no longer exists or was listed in error, do the following:**

- 1** Note the situation and the date discovered in column (5). *Do not line out the unit designation in column (2).* See Figure 3.5-4.
- 2** Classify the unit as the appropriate Type C Non-interview, if the non-existent unit has a current sample designation in column (3).

**If a unit no longer exist or was listed in error, note the situation and date in column (5).**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 14	PSU 43780	Segment and suffix 1400		Survey name CEQ	
UNIT/PERMIT LISTING SHEET						Type of segment PERMIT		Expected number of units 4	
Address 5643 Windsor Drive						Permit office name Mitchellville			
Post office name Mitchellville		State 23	ZIP Code 95604	Urban or rural RURAL		Permit date of issue Year 2004 Month 10 Day 06		PAL sequence number 98596134/1	
County 021				Permit number (or BSAID or SPID/GQID) 1385				Combined address NO	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)			
1	T1			Q2	01				
2	T2					Delete-unit no longer exists 2/11/05			
3	T3			Q2	02				

**Figure 3.5-4** Annotating a Non-existent Unit

### *Relisting Due to Extensive Changes*

### **If the structure has extensive changes, do the following:**

- 1** Relist the entire address on a blank *Unit/Permit Listing Sheet*.
- 2** Copy the following information from the original listing sheet onto the new listing sheet:
  - All heading items,
  - All sample designations,
  - All serial numbers,
  - Any information entered in the Footnotes section, and
  - "Sheet \_\_\_\_ of \_\_\_\_ Sheet" numbers.
- 3** If there are more units than originally listed, you may need to continue listing the units on a blank Unit/Permit Listing Sheet. See Module 3.4 under *What If the Multi-Unit Requires Additional Sheets?* for instructions.

Examples of extensive changes are: (a) a structure that has been gutted and reconfigured and (b) a structure that has been completely remodeled and the original units can not be identified.

### **Completing the Listed and Updated Section**

After verifying the initial listing and making any required corrections, complete the Listed and Updated section by entering your FR code, initials, the month/year, and the total number of units at the address (see Figure 3.5-5 on the next page). If you fill additional sheets, correct the "Sheet \_\_\_\_ of \_\_\_\_ Sheet" numbers.

**After verifying and making the required corrections, complete the Listed and Updated Section.**

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 14	PSU 43780	Segment and suffix 1400	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 2	
Address 5643 Windsor Drive				Permit office name CAPE ELIZABETH TOWN			
Post office name Mitchellville	State 23	ZIP Code 95604	Urban or rural RURAL	Permit date of issue Year: 2004, Month: 10, Day: 06		PAL sequence number 98596134/1	
County 021				Permit number (or BSAID or SPID/GQID) 1385		Combined address NO	
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	T1		Q26	01			
2	T2						
Multi-units				Listed and updated			
Name of Complex				FR Code	A6		
Contact Person				FR initials	MSD		
Title				Month/Year	4/04		
Telephone number				Total number of units	2		

Figure 3.5-5 Form 11-3, Listed and Updated Section

## Interviewing Current Sample Units

Interview each unit that has a *current sample designation* in column (3). Enter the unit designations for the current sample units in case management for CAPI surveys, or on the control card and survey questionnaire for PAPI surveys.

## Special Situations

The following topic describes a special situation you may encounter while working with identical addresses.

### Merged Units

If your RO asks you to verify a previously listed identical address, you may find that two or more units have been combined to create a larger unit or units. You could also find a merger at a second or later interview at a sample unit. If so, use the detailed procedures for merged units in **Module 3.6**.



**3.6****Special Interviewing Situations****Topics In This Section**

<i>EXTRA Units</i> .....	1
<i>Splits</i> .....	3
<i>Mergers</i> .....	5
<i>Replacements</i> .....	12
<i>Additional Units</i> .....	13

**EXTRA Units**

An *EXTRA unit* is a unit that is discovered during an interview or when asking the household coverage questions. The unit would not have a chance of being selected for sample, and it is within the same structure as the sample unit selected for interview.

**Multi-units in permit segments will not have EXTRA units.**

**If EXTRA units are discovered, do the following:**

- 1** List each EXTRA unit on a separate line of the Unit/Permit Listing Sheet. (The EXTRA unit should be the unexpected unit, such as a basement apartment or garage apartment.)
- 2** Interview each unit. If necessary, your RO can make a determination of whether you can comfortably interview the units. If there are too many units for you to interview or there are more EXTRA units than the survey cut-off (provided in the table on the next page), contact your RO, who will provide subsampling instructions. Do not continue interviewing the assigned sample unit.

3	If...	Then...
	You are working with a CAPI survey	The instrument will generate the EXTRA unit(s) and assign a new control number consisting of the parent's control number, plus an alpha suffix. The serial number suffix will be assigned starting with Z and continuing to Y and X, and so on.
	You are working with a PAPI survey	Create the EXTRA unit(s) by: <ul style="list-style-type: none"> <li>a. Preparing a new control card and survey questionnaire.</li> <li>b. Send an INTER-COMM to your RO. Your RO will assign the serial number suffixes Z, Y, X, and so on.</li> </ul>

EXTRA Unit Cut-Off Limit by Survey			
Survey	Cut-off	Survey	Cut-off
NHIS	16	CEQ	12
CPS	15	CED	12
RENT	12	AHS-MS	6
NCVS	15	AHS-N	6
SIPP	8		

## Splits

A *split* occurs when a sample unit splits and forms two different units. For example, apartment 203 splits and forms 203A and 203B and apartment 203 no longer exists.

For single unit splits, follow the procedures for EXTRA units found at single unit; also correct the original house number if necessary.

### **If a unit has been split into more than one unit, do the following:**

- 1** Check to see if the resulting units from the split are on the listing sheet. If they are listed, do not interview them.
- 2** If they are not listed, enter the new unit designations on the original unit's line of the listing sheet and enter the date of the split in the remarks for that line. Line through the original unit designation if it no longer exists.
- 3** If the original unit still exists, conduct the interview. For CAPI surveys, add the other units involved with the split to case management as additional units; case management will assign the serial number and suffix to the units. Conduct an interview at each unit. Enter the serial number and suffix in the serial number column of the Unit/Permit Listing Sheet.

For PAPI surveys, prepare a new control card and questionnaire for the additional unit. Conduct an interview at each unit. Your RO will assign the serial number and suffix.

- 4 If the original unit no longer exists, change the unit designation to one of the new unit designations involved with the split. Conduct an interview at each unit. For CAPI surveys, add the other units involved with the split to case management as additional units; case management will assign the serial number and suffix to the units. Conduct an interview at each unit. Enter the serial number and suffix in the serial number column of the Unit/Permit Listing Sheet.

For PAPI surveys, prepare a new control card and questionnaire for the additional unit. Conduct an interview at each unit. Your RO will assign the serial number and suffix.

See Figure 3.6-1 on the next page.

For example, unit 105 has been split into apartments 105A and 105B; they each have separate entrances. You verify that they aren't already listed on the Unit/Permit Listing Sheet. Line through 105 and enter 105A and 105B in the unit designation column. In the Footnotes section, enter a note to document the split and the date it occurred in the Remarks column. Interview both the units.

**Line through the original unit designation and enter the new designation number.**

**Enter the date in the Remarks column.**

**Document the split in the Footnotes section.**

FORM 11-3 (8-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RD 21	PSU 23005	Segment and suffix 1301	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>						Type of segment PERMIT		Expedited number of units 3	
Address 1201 ABOETT ROAD						Permit office name CAPE ELIZABETH TOWN			
Post office name CAPE ELIZABETH		State 23	ZIP Code 24705	Urban or rural RURAL	Permit date of issue Year 2001 Month 08 Day 24			PAL sequence number 68046134/2	
County 005						Permit number (or BSAID or SPID/GQID) 7601			Combined address NO
PAL keyed remarks									
Line No. (1)		Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)			
1	103			Q26	01				
2	<del>105</del>	105A			01	2/15/2002			
3		105B			01				
Footnotes									
Unit 105 split into 105A and 105B.									

**Figure 3.6-1** Listing Sheet for a Unit that has Split

## Mergers

A *merger* is a unit that is the result of combining two or more unit addresses to form one unit address. A merger could involve two single-family homes or two or more apartments in a multi-unit structure.

*Single Unit Mergers***If you find a single unit merged with another single unit, do the following:**

<b>If...</b>	<b>Then...</b>
Both single unit addresses are in the current sample and the resulting merged unit is one of those addresses	Call your RO supervisor for interviewing instructions.
One single unit address is in the current sample and the other is not, and the resulting merged unit uses the <i>same</i> address as the current sample unit	Interview the resulting merged unit.
One single unit address is in the current sample and the other is not, and the resulting merged unit uses a <i>different</i> address than the one shown for the current sample unit	Call your RO supervisor for interviewing instructions.

### Merged Units in a Multi-Unit Address

**If you find a unit in the current sample merged with a unit NOT in the current sample, do the following:**

If...	Then...
The resulting unit uses the <i>same</i> address as the current sample unit	Correct the Unit/Permit Listing sheet (Figure 3.6-2) and interview the resulting merged unit.

In the example below, 306-B and 306-C merged and the resulting unit uses the 306-B address.

**When the resulting merged unit uses the same address as the current sample address:**

1. Line out the unused address and
2. Annotate the merger status and the date in column (5).

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 08	PSU 45023	Segment and suffix 4512	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 3	
Address 306 Miller Court				Permit office name Millertowne			
Post office name Millertowne	State 40	ZIP Code 12096	Urban or rural RURAL	Permit date of issue Year: 2003, Month: 12, Day: 09			PAL sequence number 58746134/H
County 011				Permit number (or BSAID or SPID/GQID) 4326			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	306-A						
2	306-B		Q26	01			
3	<del>306-C</del>				Merged 2/04		

**Figure 3.6-2** Listing for a Merged Unit that Uses the Current Sample Address

If...	Then...
The resulting unit uses a <i>different</i> unit address than the one shown for the current sample unit and that address <i>is</i> on the listing sheet	Assign a Type C Non-interview to the current sample unit involved (Figure 3.6-3).

In the example below, 306-A and 306-C merged and the resulting unit uses the 306-C address, which is not in the current sample.

**When the resulting merged unit uses a listed, non-sample address:**

1. Type C Non-interview the current sample unit and
2. Line out the unused address and indicate the merged status.

FORM 11-3 U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RD 08	PSU 45023	Segment and suffix 4512	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 3	
Address 306 Miller Court				Permit office name Millertowne			
Post office name Millertowne	State 40	ZIP Code 12096	Urban or rural RURAL	Permit date of issue Year: 2003 Month: 12 Day: 09			PAL sequence number 58746134/1
County 011				Permit number (or BSAID or SPID/GQID) 4326			Combined address NO
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1	<del>306-A</del>		Q26	01	Type C Non-interview Merged 2/04		
2	306-B		Q26	02			
3	306-C						

**Figure 3.6-3** Listing for a Merged Unit that Uses a Listed, Non-Sample Address



If...	Then...
The resulting unit uses a <i>different</i> unit address than the one shown for the current sample unit and that address is <i>not</i> on the listing sheet	<ol style="list-style-type: none"> <li>1. Correct the listing sheet as described below (Figure 3.6-4).</li> <li>2. Correct the address on the control card and survey questionnaire (or case management display) for the old address of the <i>first</i> unit and interview the unit.</li> </ol>

Correct the "first" unit (the unit with the lowest sheet and line number).

Line out the "second" unit and annotate the "merged" status in column (5).

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 08	PSU 45023	Segment and suffix 4512	Survey name CEQ
UNIT/PERMIT LISTING SHEET				Type of segment PERMIT		Expected number of units 3	
Address 306 Miller Court				Permit office name Millertowne			
Post office name Millertowne		State 40	ZIP Code 12096	Urban or rural RURAL		PAL sequence number 58746134/1	
County 011				Permit number (or BSAID or SPID/GQID) 4326		Combined address NO	
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)	Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)			
1	306-A						
2	<del>306-B</del> 304	Q26	01				
3	<del>306-C</del>			Merged 2/04			

**Figure 3.6-4** Listing Sheet for a Merged Unit that Uses a Different Address than the Current Sample Address

Correct the address of the *first* unit involved in the merger. (The *first* unit is the unit with the lowest sheet and line number.) Line through the unit designation in column (2) for the *second* unit involved in the merger and document the merger and the current month/year in column (5).

**If you find a unit in the current sample merged with another unit in the current sample, do the following:**

1	If...	Then...
	The resulting unit uses the <i>same</i> unit address as one of the current sample units	Interview the resulting merged unit. Assign a Type C Non-interview to the current sample unit that merged, but whose unit designation was not retained.
	The resulting unit uses a <i>different</i> unit address than the current sample unit	a. Assign a Type C Non-interview to the current sample units involved, if the unit address of the resulting merged unit is on the listing sheet.  b. Interview the resulting merged unit if the unit address is <i>not</i> already on the listing sheet.

- 2 Correct the address for the *first* of the current sample units on the listing sheet, control card or survey questionnaire, or case management display. The *first* of the current sample units refers to the unit that appeared first on the listing sheet, for example, had the lowest sheet and line number.
- 3 Assign a Type C Non-interview to the other current sample unit.

**If you find units at a multi-unit address that merged together to form a single-unit address, do the following:**

- 1 Check the listing sheet.

If...	Then...
The first line on the listing sheet is in the current sample	Interview the resulting merged unit.
The first line on the listing sheet is <i>not</i> in the current sample	Do not interview the merged unit.

- 2 Report a Type C Non-interview for any other current sample units involved in the merger.
- 3 Make changes on the Unit/Permit Listing Sheet. Line through the unit designations in column (2). On each line (except for the first line), document the merged status and the current month and year in column (5).

## Replacements

*Replacements* are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

### **If an original structure is replaced by a new structure, do the following:**

- 1** Verify with the builder or permit office that the new structure was authorized by a different permit. (*Obtain permission from your supervisor before contacting a permit office.*)

Another permit number may or may not have been issued for the new structure.

- 2** If the new structure was authorized under a different permit number, do not list or interview the address. Report the current sample units at the basic address as Type C Non-interviews and provide the following information on an INTER-COMM or CAPI email message:
  - a. The address used by the new structure,
  - b. The type of replacement, such as  
*"replaced by single-family house"*,
  - c. PSU, segment number, serial number, sample designation, and survey,
  - d. The number of units in the new structure, and
  - e. The permit office, permit number, and date of issue for the new structure.
- 3** If the new structure was built under the same permit as the structure it replaces, then interview as usual.

**If an original structure is replaced by a mobile home, do the following:**

- 1 Do not list or interview.
- 2 Report the current sample units at the basic address as Type C Non-interviews and provide the following information on an INTER-COMM or CAPI email message:
  - The type of replacement, such as *"replaced by mobile home"*,
  - PSU, segment number, serial number, sample designation, and survey.

**Additional Units**

*Additional units* are found in the permit segment when you do a listing of the multi-unit and find more units than originally expected.

**If you find additional units, do the following:**

- 1 Check to see if any units (listed past the original number of expected units) fall on lines with the current sample designation.
- 2 Add those units to your assignment as additional units and interview them.

For CAPI surveys, add the additional units to your laptop case management; case management will assign the serial number and suffix to the additional unit. Enter the serial number and suffix in the serial number column of the Unit/Permit Listing Sheet.

For PAPI surveys, prepare a new control card and questionnaire for the additional unit. Your RO will assign the serial number and suffix.

If there are more units in the current sample than the survey cutoffs noted in the following table, contact your RO for sampling instructions.

- 3** If the list of units extends beyond the extended sampling pattern, contact your RO for sampling instructions, and subsampling instructions if applicable.

Additional Unit Cut-Off Limit by Survey			
Survey	Cut-off	Survey	Cut-off
AHS-MS	6	CPS	15
AHS-N	6	NCVS	15
CED	8	NHIS	16
CEQ	8	SIPP	8

For example, when you listed the apartments in the permit segment with “6” as the expected number of units (originally printed on the listing sheet), you found that it had 8 units. Therefore, two additional units were found. Case management will assign serial number plus suffixes to these two additional units on lines 7 and 8. You will enter the serial numbers plus suffixes in column (4) of the Unit/Permit Listing Sheet as shown in Figure 3.6-5.

**List the additional units and enter the assigned serial and suffix numbers.**

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment and suffix	Survey name
UNIT/PERMIT LISTING SHEET								Type of segment		Expected number of units	
Address								Permit office name			
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number			
					Year	Month	Day				
County					Permit number (or BSAID or SPID/GQID)				Combined address		
PAL keyed remarks											
Line No. (1)	Unit designation (or apartment number) (2)				Sample Designation (3)	Serial Number (4)		Remarks (reason and date for change) (5)			
1	1 <sup>st</sup> Floor A				S05	01					
2	1 <sup>st</sup> Floor B				S05	02					
3	1 <sup>st</sup> Floor C				Multi						
4	1 <sup>st</sup> Floor D				Y05	01					
5	1 <sup>st</sup> Floor E				Y05	02					
6	1 <sup>st</sup> Floor F				Y05	03					
7	Attic A				Y05	02A					
8	Attic B				D12	02B					

**Figure 3.6-5** Listing Sheet with Additional Units

*Additional Units Requires  
Additional Sheets*

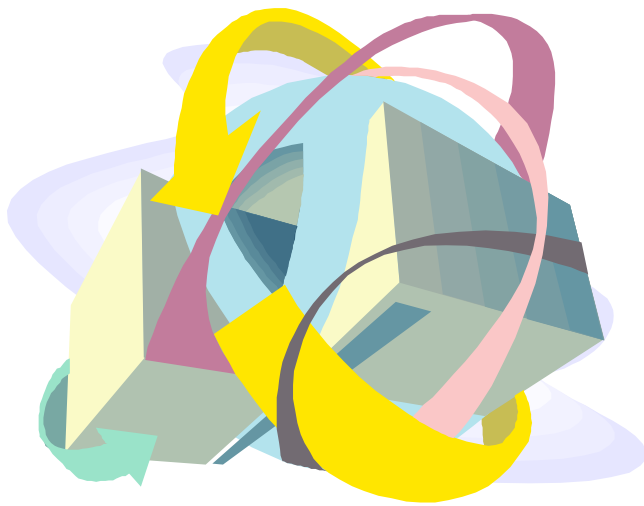
If the additional units require listing on more listing sheets, you will need to continue listing additional units (in the unit designation column) on a blank Unit/Permit Listing Sheet.

**To prepare an additional listing sheet, do the following:**

- 1** Copy all heading items from the preprinted listing sheet.
- 2** Complete the Sheet\_\_\_of\_\_\_Sheets line at the bottom of each additional listing sheet that you complete for an address, and correct the numbers on the preprinted listing sheets.
- 3** Call your RO supervisor for sampling instructions.



# Chapter 4: Area Segments



- 4.1 Overview: Area Segments
- 4.2 Special Interviewing Situations

**4.1****Overview: Area Segments****Topics In This Section**

<i>What Is an Area Segment?</i> .....	1
<i>Why Do We Use Area Segments?</i> .....	1
<i>Materials Needed for Assignments</i> .....	2
<i>Locating an Area Segment</i> .....	3
<i>Identifying Boundaries</i> .....	5
<i>Using Map Spots and MAF IDs to Locate Sample Units</i> .....	6
<i>Completing an Area Segment Assignment</i> .....	6

**What Is an Area Segment?**

An *area segment* is a grouping of sample addresses selected from a sample block from the area frame. Blocks are in the area frame either because they are in localities that don't issue permits for new residential construction, or many basic street addresses in the block are missing or incomplete.

**Why Do We Use Area Segments?**

When we cannot use the census data to locate sample units, we select a sample of blocks from the area frame and perform the update block process before we select sample units for interview. Updating the block allows us to add new residential construction to the Master Address File (MAF), complete missing or incomplete basic street addresses where possible, and verify or improve location information and map spots that enhance an FR's chance of locating sample addresses at time of interview.

For all surveys except NHIS, the update block process is a dependent operation. That is, the FR canvasses the block, matching the residences found to the list of addresses in the MAF. For NHIS, the initial listing is independent, that is, the FR canvasses the block without the MAF list of addresses, and creates a new list of residential addresses. This list is used dependently in subsequent updates for NHIS.

At the time of interview, survey assignments are identified and controlled by segment number. Each case will have an associated segment number that is unique within a Field PSU. Prior to interview, listing assignments for the area frame are controlled at the block level. Geographically, blocks and segments can represent the same land area. However, since this chapter addresses time of interview procedures, segment is the term used to describe the assignment type.



Detailed procedures for update block assignments are located in Form 11-8 Volume II.




## Materials Needed for Assignments

You will use the following when completing area segment assignments:

**ALMI Reference Mode** - The Automated Listing and Mapping Instrument (ALMI) reference mode is available through interview case management for all CAPI surveys. The ALMI reference mode allows you to open electronic county, block, and tract maps, as well as view the addresses listed in a block, to help you locate sample units and apply coverage procedures for EXTRAs, mergers, and so forth. The ALMI reference mode will not allow for updates to addresses and geographic data at the time of interview. (As this instrument is developed, more information will be added to the manual).

## Locating an Area Segment

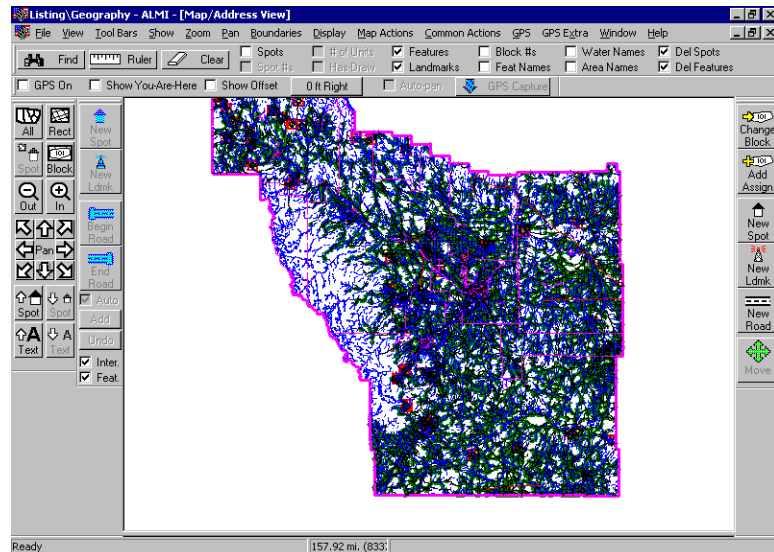
For each area segment assigned to you, you will be able to access several types of electronic maps, including:

-  County maps
-  Census tract maps, and
-  Block maps

You can zoom in on a particular area to make the road features, block features, block numbers, and map spots more legible, or you can zoom out to increase the area displayed on the screen. Many of the features can be turned on and off.

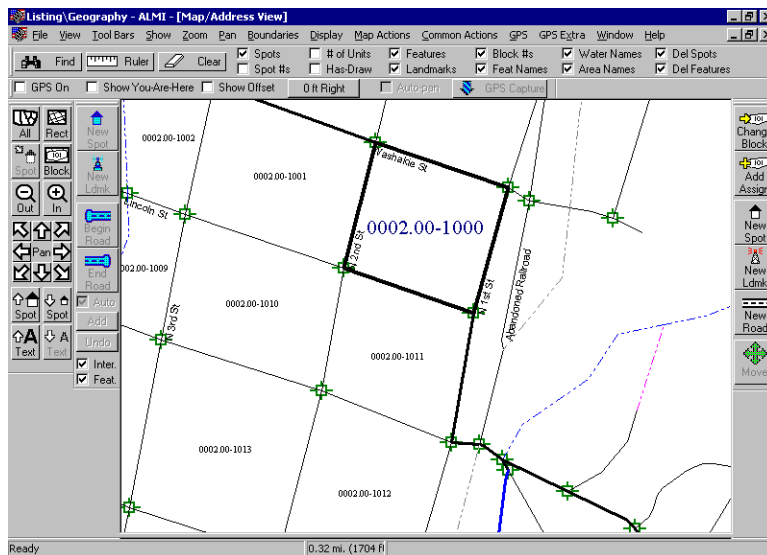
You will review these functions in detail in Volume II of this manual and listing training, as well as the ALMI User Guide.

**County Maps** – (Figure 4.1-1) maps that cover the entire county and are designed to help easily locate the segment/block and plan a route of travel.



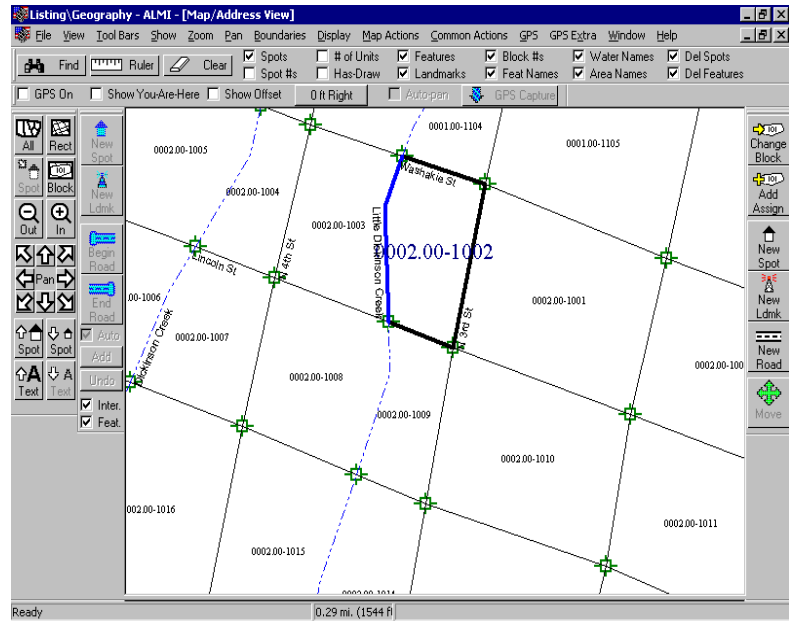
**Figure 4.1-1** ALMI County Map

**Census Tract Maps** – (Figure 4.1-2) maps that show the feature network and all the census blocks within a single tract. The maps will also show a small fringe area (shaded in grey) just outside the tract boundary.



**Figure 4.1-2** ALMI Tract Map

**Block Maps** – (Figure 4.1-3) maps that show a single census block and the location of all streets within the block at the time the block address was last listed. In situations where the county overview or tract maps are not helpful, you should view the block map to help locate your assignment area and subsequently the sample unit.



**Figure 4.1-3** ALMI Block Map

## Identifying Boundaries

When you are interviewing, the sample units must be within the segment boundaries.

### *Handling Problems Identifying Segment and Block Boundaries*

If you question whether a sample unit is within the block boundaries of the assigned area segment, you can seek help from:

- The local post office
- The police or fire department
- A local map
- County or city planners
- A county tax assessor
- Long-time local residents

**You cannot show the ALMI map or listings to anyone as it is Title 13 data.**

If you still have problems with boundaries concerning a sample unit, contact your RO for assistance.

## Using Map Spots and MAFIDs to Locate Sample Units

Sample designations and serial numbers for sample units appear on the CAPI case management full display and interview instrument, or PAPI control card or survey questionnaire. Sample designations and serial numbers do *not* appear in the ALMI reference mode.

MAFIDs and Map Spot Numbers associated with each serial number appear on the CAPI case management full display and interview instrument or PAPI control card or survey questionnaire, *and* in the ALMI reference mode.

You should be able to locate most sample units using the address information on your CAPI case management and interview instrument, or PAPI control card or questionnaire.

If you have difficulty locating a sample basic street address, compare the MAFID and Map Spot Number on your CAPI case management or PAPI control card to the ALMI reference mode.

## Completing an Area Segment Assignment

Once you locate the sample unit(s), conduct the interview.

**If the sample unit address requires correction or updating, do the following:**

If...	Then...
You are conducting a CAPI survey	Delete the portion of the address that is incorrect and enter the corrected address for the appropriate Map Spot Number and MAFID into case management. This corrected address should also appear in the interviewing instrument; make corrections if needed.

If...	Then...
You are conducting a PAPI survey	Line through the portion of the address that is incorrect and enter the address corrections on the control card and survey questionnaire.



**4.2****Special Interviewing Situations****Topics In This Section**

<i>Housing Unit Converted to a GQ</i> .....	1
<i>GQ in an Area Segment Converts to a Housing Unit</i> .....	1
<i>EXTRA Units</i> .....	2
<i>Splits</i> .....	5
<i>Mergers</i> .....	6
<i>Replacements</i> .....	7

The majority of the time, when you locate the sample unit, there will be no problems. You will simply conduct the interview.

However, occasionally you may arrive at the address and discover that the address is not what you were expecting. The following topics provide you with instructions for handling unexpected or special situations.

### **Housing Unit Converted to a GQ**

**If you find during an interview that the sample housing unit has converted to a GQ, do the following:**

- 1 Report the current sample units as Type C Non-interview—Other.
- 2 Prepare an INTER-COMM (or CAPI email message) for your RO explaining the situation.

### **GQ in an Area Segment Converts to a Housing Unit**

**If you find during an interview that a GQ in an area segment has converted to a housing unit, do the following:**

- 1 Report the current sample units as Type C Non-interview—Other.

- 2 Prepare an INTER-COMM (or CAPI email message) for your RO explaining the situation.

## EXTRA Units

An *EXTRA unit* is a unit that is discovered during an interview or when asking the household coverage questions. The unit would not have a chance of being selected for sample, and it is within the same structure as the sample unit selected for interview.

You may find more than one unit at an assigned single unit address. For example, you are assigned 123 Elm Street and find a first floor and a second floor housing unit. Or, you are assigned 801 Main Avenue and find that it has been remodeled to create eight efficiency apartments.

**If you find one EXTRA unit or less than the number of cut-off units and you are conducting a CAPI survey, do the following:**

- 1 Ask the coverage questions and enter the address of the potential EXTRA unit into the instrument.
- 2 Ask the Table X questions about each potential EXTRA unit.
- 3 If the unit(s) is determined to be an EXTRA unit, case management will generate the EXTRA unit(s). The EXTRA unit(s) will have serial numbers beginning with Z, continuing to Y, X, and so on.
- 4 If the number of EXTRAs (plus the parent unit) does not exceed the survey cut-off (see the table on the next page), complete the parent interview.

- 5 Refer to the addresses for the EXTRA units in case management and check the ALMI reference mode to see if the addresses are listed in the ALMI.

If...	Then...
A unit is listed in the ALMI	Assign a Type C outcome code to the unit.
A unit is not listed in the ALMI	Conduct the interview for the EXTRA unit.

EXTRA Unit Cut-Off Limit by Survey			
Survey	Cut-off	Survey	Cut-off
NHIS	16	CEQ	12
CPS	15	CED	12
SCHIP	15	AHS-MS	6
NCVS	15	AHS-N	6
SIPP	8		

If the number of EXTRAs (plus the parent unit) exceeds the survey cut-off, the instrument will instruct you to end the interview with the parent unit and not interview any EXTRA units.

**If you find more than the cut-off and you are conducting a CAPI survey, do the following:**

- 1 Refer to the addresses for the EXTRA units in case management and check the ALMI reference mode to see if the addresses are listed in the ALMI.
- 2 For units listed in the ALMI, assign a Type C outcome code to the unit.

- 3** When the number of units to interview still exceeds the survey cut-off, call your RO who will call NPC for sub-sampling instructions.

If...	Then...
The parent unit is not sub-sampled out	Complete the interview.
The parent unit is sub-sampled out	Assign a Type C outcome code to the unit.

- 4** Interview the EXTRA units that were not sub-sampled out (for example, the units that were not assigned a Type C outcome code.)

**If you discover EXTRA units and you are conducting a PAPI survey, do the following:**

- 1** Assume the unit(s) was not previously listed and interview the unit(s), treating it as an EXTRA unit(s). (You will not have access to the read-only ALMI or any paper listings.)
- 2** For each EXTRA unit identified, you will create the EXTRA unit by preparing a new control card and sending an INTER-COMM to your RO. Your RO will assign the serial number suffixes.

The cut-off for the number of EXTRA units is equal to the additional units cut-off for each survey. If the number of EXTRA units is greater than the cut-off for the survey, call your RO for sub-sampling instructions.

## Splits

You may find that an apartment has been split into more than one housing unit. For example, you are assigned to 4589 Seventh Avenue, first floor and find that it has been split into first floor front, first floor right rear, and first floor left rear.

### If a unit has been split into more than one unit, do the following:

- 1 Check to see if the resulting unit(s) from the split is in the ALMI.

If...	Then...
The unit(s) is listed in the ALMI	Do not conduct the interview.
The unit(s) is not listed in the ALMI	Enter the new unit designations into case management as additional units. Case management will assign the serial number and suffix to the units.

If you are conducting a PAPI survey and the unit(s) are not listed in the ALMI, prepare a new control card and survey questionnaire for the additional units. Your RO will assign the serial number and suffix.

- 2 Determine if the original unit still exists.

If...	Then...
The original unit still exists	Conduct the interview.

If...	Then..
The original unit no longer exists	Change the original unit designation to one of the new unit designations involved with the split and conduct the interview.

### 3 Conduct an interview at each unit.

## Mergers

When two or more units merge, whether two or more single units or two or more units in a multi-unit, you discover the merger because at least one of the units involved in the merger is a current sample unit.

### If you discover a merger, do the following:

If...	Then...
The resulting merged unit uses the address of the sample unit or another unit in your current assignment	Interview the resulting merged unit. Type C Non-interview any other units in your current assignment that were involved in the merger.
The resulting merged unit uses an address that is not the same as the sample unit or any other unit listed in your current assignment, and the address <i>is</i> listed in the ALMI	Type C Non-interview all the units in your current assignment that were involved in the merger (including the current sample unit) and explain as "Merged into an address with a separate chance of sample selection."

If...	Then...
The resulting merged unit uses an address that is not the same as the sample unit or any other unit in your current assignment, and the address <i>is not</i> listed in the ALMI	Interview the resulting merged unit using the interview instrument with the lowest serial number of the current sample units involved in the merger, and correct the address on the control card, survey questionnaire, or case management display by using the <F5> edit function. Type C Non-interview any other units in your current assignment involved in the merger.

## Replacements

*Replacements* are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

**If a current sample unit is a structure or mobile home that has been replaced, do the following:**

- 1 Determine if the area segment is in a Permit-issuing Area (PA) or a Non-Permit-Issuing Area (NPA). To do so, check your control card or Interview case management full display.

2	If...	Then...
	The original structure or mobile home was replaced by a new structure built after April 1, 2000	<ul style="list-style-type: none"><li>■ Interview the unit if it is in an NPA and it uses the same location or address.</li><li>■ Type C the unit if it is in an NPA and it uses a different location or address.</li><li>■ Type C the unit if it is in a PA.</li></ul>
	The original structure or mobile home was replaced by another structure or mobile home that moved in	<ul style="list-style-type: none"><li>■ Interview the unit if it uses the same location or address.</li><li>■ Type C the unit if it uses a different location or address.</li></ul>



# Chapter 5: Group Quarter (GQ) Segments



- 5.1 Overview: Group Quarter (GQ) Segments
- 5.2 Interviewing GQs
- 5.3 Special Interviewing Situations

## 5.1

## Overview: Group Quarter (GQ) Segments

### Topics In This Section

<i>What is a GQ?</i> .....	1
<i>What is a Special Place (SP)?</i> .....	2
<i>What is the ALMI?</i> .....	2
<i>What is the GAIL?</i> .....	3
<i>The Register Listing Method</i> .....	3
<i>The Complete Listing Method</i> .....	5
<i>Interview Materials</i> .....	5

### What is a GQ?

*GQ* is an acronym for Group Quarters. A *GQ* is a type of living quarters where the residents share common facilities or receive authorized care or custody.

### *GQ in a GQ Segment*

A *GQ* segment includes one or more *GQs* that were identified in the same Census 2000 blocks identified to be in the unit frame. *GQs* are assigned for listing using the *GQ* Automated Instrument for Listing (*GAIL*). Sample units selected from the listings of *GQs* in the same block are assigned for interview as a *GQ* segment.

### *GQ in an Area Segment*

When a block in the area frame is assigned as an update block assignment, all *GQs* in the block are listed. Units selected for sample from the listings for the block are assigned for interview as an area segment. Some of the sample units in the area segment may be in one or more *GQs*.



See Form 11-8  
Volume 2 for  
more  
information on  
updating  
blocks.

*GQ in a Unit or Permit Segment*

By definition, GQs should not occur in a Unit or Permit segment. If, at the time of interview, you find that a sample unit identifies a GQ, follow the procedures in Modules 2.3 and 3.3 of this manual respectively.

**What is a Special Place (SP)?**

A *special place* is a parent organization that owns or operates one or more GQs. Frequently, a special place consists of only one GQ, meaning the special place and GQ are the same entity. However, a special place can consist of many GQs. Here are some examples:



A special place could be a university. The GQs could be the dorms, fraternity houses, and sorority houses on and off campus associated with the university. There could be housing units for the university president or chancellor, deans, or other staff. There could be housing units for students.



A special place could be an assisted living complex. The complex could consist of various housing units and GQs associated with different levels of care provided to residents. One GQ could be for intermediate nursing care. Another could be for hospital care. There could be resident staff, in housing units or in GQs.



A special place could be a hospital. GQs could be the wards or wings of the hospital. There could be resident staff, in housing units or in GQs, such as a dormitory for student nurses.



A special place could be a prison. GQs could be sections of the prison, like a section for men, a section for women, a section for maximum security, and so on. There could be resident staff, in housing units or in GQs.

### What is the ALMI?

*ALMI* is an acronym for Automated Listing and Mapping Instrument. It is a software package used on laptops to list or update assigned blocks. For a non-NHIS Update Block assignment the FR accesses the TIGER map and MAF listing for the block or blocks, and dependently updates the map and MAF listing. For an NHIS block assignment, the FR lists the assigned block or blocks from scratch.

### What is the GAIL?

*GAIL* is an acronym for Group Quarters Automated Instrument for Listing. It is a software package that FRs use on their laptops to list within GQs. The GQ may be listed as part of an update block assignment or as a GQ-only listing assignment.

### The Register Listing Method

GQs often maintain a register of the units in the GQ. The units may be rooms, beds, persons, or a combination of two or three of these. A register can be a handwritten, typed, or computer generated list, an index card file, or a sketch or floor plan of the GQ.

At the time of listing, you have the option of using a register as a method of listing if it is *up-to-date* and *useable*.

**Up-to-Date** – a register is up-to-date if it includes all current units, including vacant units. Primarily, this means that it does not include units that are no longer part of the GQ. It also should not include units that are expected to be a part of the GQ, but are not yet part of it.

Note that there is no restriction on the number of units at the GQ, minimum or maximum, in order to use the register method.

**Useable** – a register is useable if all the following conditions apply:

Requirements for Register Usability:	
✓	<p>The register contains only non-institutional GQ units. <i>It must not contain any institutional or military units.</i> (See <b>Appendix F</b> for definitions of institutional, non-institutional, and military GQs.)</p> <p>For all surveys except American Community Survey (ACS) only non-institutional and civilian GQs are eligible to be in the sample.</p>
✓	<p>The register does not include embedded or free-standing housing units (see <b>Module 1.2</b> for definitions). If housing units are included, the register may still be considered useable if, <i>at time of listing</i>, the listing FR could easily identify the housing units and exclude them from the count of GQ units. At the time of interview, you must also be able to easily identify the housing units and exclude them from being selected for sample.</p>
✓	<p>The register must clearly identify its units as <i>rooms, beds, or persons</i>, so that at time of interview, you can accurately select sample units.</p>

*Register of Rooms, Beds, or Persons*

A register of rooms is useable if the rooms are clearly identified and meet the requirements for register usability.

A register of beds is useable if the beds are clearly identified, and the beds are expected to remain in their same location and not be moved in and out of their spaces frequently.

A register of persons is used only as a last resort. That is, when there is no acceptable register of rooms or beds *and* the complete listing method would be extremely difficult.

**The Complete Listing Method**

When there is no up-to-date and useable register, the complete listing method is used. This method requires the listing FR to:



List each eligible GQ unit on a separate line in the GAIL.



Not list any housing units.



List separately each room, bed, or person.

**Interview Materials**

No segment folders, paper maps, or listing sheets are provided for assigned GQs in GQ and area segments.

For assigned GQs in GQ and area segments, your laptop will include the ALMI, but not the GAIL.

**ALMI Reference Mode** – The Automated Listing and Mapping Instrument (ALMI) reference mode is available through interview case management for all CAPI surveys. The ALMI reference mode allows you to open electronic county, block, and tract maps, as well as view the addresses listed in a block, to help you locate sample units and apply coverage procedures for EXTRA units, mergers, and so forth. The ALMI reference mode will not allow for updates to addresses and geographic data at the time of interview. (As this instrument is developed, more information will be added to the manual).

*Paper and Pencil  
Interview (PAPI) Survey*

For a *Paper and Pencil Interview* (PAPI) survey, you will receive either a paper control card, a survey questionnaire, or both, for each sample unit in an assigned GQ in GQ and area segments. The address field on these instruments includes the special place name and the GQ's name and address. For completely listed GQs, the address field will include the sample GQ unit's address. For GQs listed by the register method, the address field will include "REG#" for you to use to select the sample GQ unit's address from the up-to-date and usable GQ register. More details are provided in Module 5.2.

*Computer Assisted  
Personal Interview (CAPI)  
Survey*

For a *Computer Assisted Personal Interview* (CAPI) survey, your laptop will contain the survey's sample cases in case management. When you select a GQ or area segment's sample GQ unit in case management, the survey instrument displays the special place name and the GQ's name and address. For completely listed GQs, the display will include the sample GQ unit's address. For GQs listed by the register method, the display will include "REG#" for you to use to select the sample GQ unit's address from the up-to-date and usable register. More details are provided in Module 5.2.

## 5.2 Interviewing GQs

### Topics In This Section

<i>Locating GQs</i> .....	1
<i>Correcting Basic Street Addresses</i> .....	1
<i>Trouble Finding the GQ</i> .....	2
<i>Address Identifies the Location of the Special Place, Not the GQ</i> .....	2
<i>When You Can't Find a GQ</i> .....	2
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<i>Interviewing Based on a Complete Listing</i> .....	10
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### Locating GQs

The CAPI or PAPI interview instruments show whatever identifying information the listing FR recorded in the GAIL for the GQ in the address fields.

If the information in the address fields of the interview instruments is not sufficient for you to find the GQ, you will have to call your RO for additional information. This may include the name of a GQ contact person and a telephone number to call for directions to the GQ.



See Module 1.3 for more information on locating basic street addresses.

### Correcting Basic Street Addresses

You cannot make corrections in the ALMI as it is in read-only reference mode at time of interview. You can correct address information and enter notes in the Notes section of the PAPI or CAPI interview instruments, and send an email message or INTER-COMM to your RO explaining the correction needed to the address.

The GAIL and ALMI records for the GQ will be corrected the next time the GQ listing is updated, if the listing FR notices the change and makes it.



## **Trouble Finding the GQ**

Anytime you find a GQ, but it was difficult to locate, you should prepare notes in the PAPI or CAPI interview instrument giving directions to the GQ. Prepare an INTER-COMM with directions for future reference.

## **Address Identifies the Location of the Special Place, Not the GQ**

If you find that a GQ is geocoded to the location of the administrative office of the special place associated with the GQ, and the special place and GQ are in different locations, then determine the correct location and address of the GQ and correct it on the interview instrument. If the correct location of the GQ is in a block that is not part of your assigned GQ or area segment, call your RO before interviewing.

## **When You Can't Find a GQ**

**If you exhaust all possible sources and still cannot locate a GQ, do the following:**

- 1** Call your RO and explain what steps were taken to locate the GQ.
- 2** Give your RO the following identification information from the ALMI, interview instrument, or interviewing case management:
  - PSU number
  - Segment number
  - State-County-Tract- Block number
  - Survey name
  - SP ID number
  - GQ ID number
  - Special place name
  - GQ name
  - Basic street address
- 3** Make another attempt to locate the GQ if your RO can provide additional information to help you locate it.

- 4 If you are still unsuccessful, you should explain the situation to your RO by telephone or email. When you are unable to locate the GQ and your RO determines that all resources and efforts have been exhausted, your RO will instruct you to classify all current sample GQ units as Type A Non-interviews. You should explain all efforts to locate the GQ in the Notes section of the interview instrument.

## **GQ Contact Person**

A GQ contact person is someone who is knowledgeable about the GQ, its residents, and register, if any, and supervises or in some way maintains the orderly functioning of the GQ and its residents. Possible contact persons include managers, nurses, guards, administrative personnel, and custodians. In rare instances, a contact person may be a longtime resident of the GQ.

The listing FR should have obtained the name and telephone number of a contact person. If you are provided with this information, use it to telephone the GQ before visiting, to ask for directions if necessary, or to make an appointment to visit the GQ to interview GQ sample units.

If you are not provided with a contact person name and telephone number, or this information has changed, enter the current information in the Notes section of the PAPI or CAPI instrument.

## **CAPI Survey Interviewing Based on a Register of Units**

### **For CAPI survey interviewing based on a register of units, do the following:**

- 1** Ask the contact person of the GQ for access to the register for the purpose of identifying sample units to interview.
- 2** Refer to the case management display to identify the sample unit to interview. This is indicated on the case management screen in the GQ “other designation” field as “REG #”.
- 3** Start with the first unit listed on the register and count down the GQ units until reaching the REG # listed on the case management display. Repeat this for each REG # in your assignment at the GQ, always starting with the first unit in the register. If you identify embedded and freestanding housing units in the register, exclude them from your count.
- 4** Enter the GQ unit designation for the selected unit onto the case management display by using the <F5> edit function. Enter this after the REG #. *Do not* delete the REG #. Keep the register in its original order.

*Sampling From a Register of Rooms (CAPI Survey)*

For example, a GQ has an up-to-date and useable register that lists *60 rooms numbered consecutively from 1 to 60*. Your Case Management display shows four sample units in your assignment, identified by the following REG #s in the GQ "other designation" field: REG 0002, REG 0017, REG 0032, and REG 0047.

For REG 0002, count down the first two entries in the GQ register to select the sample GQ unit, which would be Room 2. Using the <F5> edit function, enter Room 2 onto the case management display next to REG 0002. Interview the occupants of the sample unit Room 2 now identified in the address field of the case management display and CAPI instrument.

For REG 0017, count down the first 17 entries in the GQ register to select the sample GQ unit, which would be Room 17. Using the <F5> edit function, enter Room 17 onto the case management display next to REG 0017. Interview the occupants of the sample unit Room 17 now identified in the address field of the case management display and CAPI instrument.

For REG 0032, count down the first 32 entries in the GQ register to select the sample GQ unit, which would be Room 32. Using the <F5> edit function, enter Room 32 onto the case management display next to REG 0032. Interview the occupants of the sample unit Room 32 now identified in the address field of the case management display and CAPI instrument.

For REG 0047, count down the first 47 entries in the GQ register to select the sample GQ unit, which would be Room 47. Using the <F5> edit function, enter Room 47 onto the case management display next to REG 0047. Interview the occupants of the sample unit Room 47 now identified in the address field of the case management display and CAPI instrument.

*Sampling From a Register of Beds (CAPI Survey)*

For example, the GQ has an up-to-date and usable register that lists *38 rooms numbered 1 to 38 and each room has eight beds numbered 1 to 8*. Your case management display shows four sample units in your assignment, identified by the following REG #s in the GQ "other designation" field: REG 0006, REG 0082, REG 0158, and REG 0234.

For REG 0006, count down the first six entries in the GQ register to select the sample GQ unit, which would be Room 1, Bed 6. Using the <F5> edit function, enter Room 1, Bed 6 onto the case management display next to REG 0006. Interview the occupant of the sample unit Room 1, Bed 6 now identified in the address field of the case management display and CAPI instrument.

For REG 0082, count down the first 82 entries in the GQ register to select the sample GQ unit, which would be Room 11, Bed 2. Using the <F5> edit function, enter Room 11, Bed 2 onto the case management display next to REG 0082. Interview the occupant of the sample unit Room 11, Bed 2 now identified in the address field of the case management display and CAPI instrument.

For REG 0158, count down the first 158 entries in the GQ register to select the sample GQ unit, which would be Room 20, Bed 6. Using the <F5> edit function, enter Room 20, Bed 6 onto the case management display next to REG 0082. Interview the occupant of the sample unit Room 20, Bed 6 now identified in the address field of the case management display and CAPI instrument.

For REG 0234, count down the first 234 entries in the GQ register to select the sample GQ unit, which would be Room 30, Bed 2. Using the <F5> edit function, enter Room 30, Bed 2 onto the case management display next to REG 0234. Interview the occupant of the sample unit Room 30, Bed 2 now identified in the address field of the case management display and CAPI instrument.

*Sampling From a Register of Persons (CAPI Survey)*

When the best or only way to list and sample a GQ is with a register of persons, you should:



Verify that the register contains only the eligible residents to be interviewed for the GQ and



Verify that the register is up-to-date and doesn't include persons who no longer live there.

For example, the GQ has an up-to-date and useable register that lists *the names of 1,234 people*. Your case management display shows four sample units in your assignment, identified by the following REG #s in the "other designation" field: REG 0112, REG 0420, REG 0728, REG 1036.

Counting down 112, 420, 728, and 1036 in the GQ register, you select the corresponding names: Dusty Alvis, Brooke Logan, Les Baxter, and Jamie Torres. Using the <F5> edit function, enter Dusty Alvis onto the case management display next to REG 0112, Brooke Logan next to REG 0420, Les Baxter next to REG 0728, and Jamie Torres next to REG 1036. Interview the sample persons now identified in the address field of the case management display and CAPI instrument.

*When a Sample Person Moves*

If you select a person to interview from a register of persons, and that person moved from the GQ before you could interview, report the case as a Type C Non-interview— Other, sample person no longer lives in the GQ.

## **PAPI Survey Interviewing Based on a Register of Units**

### **For PAPI survey interviewing based on a register of units, do the following:**

- 1** Ask the contact person of the GQ for access to the register for the purpose of identifying sample units to interview.
- 2** Refer to the control card label, survey questionnaire label, or both to identify the sample unit to interview. This is indicated on the label as "REG #".
- 3** Start with the first unit listed on the register and count down the GQ units until reaching the REG # listed on the control card or survey questionnaire. Repeat this for each REG # in the current sample at the GQ, always starting with the first unit in the register. If you identify embedded and freestanding housing units in the register, exclude them from your count.
- 4** Enter the GQ unit designation for the selected unit to the right of the REG # on the control card and/or questionnaire. *Do not* cross out the REG #. Keep the register in its original order.

### *Sampling from a Register of Rooms (PAPI Survey)*

For example, the GQ has an up-to-date and useable register that lists *60 rooms numbered consecutively from 1 to 60*. You are assigned four sample units, whose control card address labels show REG 0015, REG 0030, REG 0045, and REG 0060 for the GQ sample unit designations.

You count down 15, 30, 45, and 60 in the GQ register to select the sample GQ units, which would be Rooms 15, 30, 45, and 60. You enter these room numbers on their respective control cards after the REG #s. *Do not cross out* REG 0015, REG 0030, REG 0045, and REG 0060 on the control cards.

Interview the occupants of the sample units now identified on the control cards.

*Sampling from a Register of Beds (PAPI Survey)*

For example, the GQ has an up-to-date and useable register that lists *38 rooms numbered 1 to 38 and each room has eight beds numbered 1 to 8*. You are assigned four sample units, whose control card address labels show REG 0052, REG 0128, REG 0204, and REG 0280 for the GQ sample unit designations.

You count down 52, 128, 204, and 280 in the GQ register to select the sample GQ units, which would be Room 7, Bed 4, Room 16, Bed 8, Room 26, Bed 4, and Room 35, Bed 8. You enter these room numbers on their respective control cards after the REG #s. *Do not cross out* REG 0052, REG 0128, REG 0204, and REG 0280 on the control cards.

Interview the occupants of sample units now identified on the control cards.

*Sampling From a Register of Persons (PAPI Survey)*

When the best or only way to list and sample a GQ is with a register of persons, you should:



Verify that the register contains only the eligible residents to be interviewed for the GQ and



Verify that the register is up-to-date and doesn't include persons who no longer live there.

For example, the GQ has an up-to-date and useable register that lists *the names of 1234 people*. You are assigned four sample units, whose control card address labels show REG 0301, REG 0609, REG 0917, and REG 1225.

Counting down 301, 609, 917, and 1225 in the GQ register, you select the corresponding names: June Bride, Autumn Leeves, Julie Summer, and Bea Wright. You enter these names on their respective control cards after the REG #s. *Do not cross out* REG 0301, REG 0609, REG 0917, and REG 1225 on the control cards.

Interview the sample persons now identified on the control cards.



*When a Sample Person Moves*

If you select a person to interview from a register of persons, and that person moved from the GQ before you could interview, report the case as a Type C Non-interview— Other, sample person no longer lives in the GQ.

**Interviewing Based on a Complete Listing**

When there is no register for a GQ, or the register is not up-to-date and complete, the listing FR will completely list the GQ in the GAIL. The FR will list rooms, beds, or persons. The unit designations selected from the listing for sample will be entered on your interview instrument. Interview the GQ unit designation that appears on the case management display (for CAPI surveys), or on the control card or survey questionnaire (for PAPI surveys), for your assigned sample units.

When in doubt as to which unit to interview, call your RO.

## Interviewing Based on a Relisting of an Original Complete Listing

**If at the time of interview you are unable to locate any of the sample units using the GQ unit designations that appear on your CAPI case management display or PAPI control card or survey questionnaire, do the following:**

- 1 Verify that you are at the correct GQ.
- 2 Call your RO and explain the situation.

If...	Then...
Your RO does not approve of relisting the GQ	Stop here and follow your RO's instructions.
Your RO approves of relisting the GQ	Go to step 3.

- 3 List all the eligible units in the GQ on a blank Unit/Permit Listing Sheet. Note and date the situation in the Footnotes section of the listing sheet.
- 4 Determine which newly listed unit corresponds to the original sample unit. Do this for each original unit in sample. Locate the GQ line number in the case management full display, control card, or survey questionnaire label. Apply the GQ line numbers to the relisting to identify the sample units.

5	If...	Then...
5	You are interviewing for a CAPI survey	<p>a. Enter the new unit designation into case management.</p> <p>b. Delete the original unit designation. The new unit designation should also appear in the instrument; make changes if necessary.</p>
	You are interviewing for a PAPI survey	Line through the original unit designation on the control card label and survey questionnaire label and enter the new unit designation to the right of the original unit designation.
6	Interview the occupants of the relisted unit that appears in the case management display, control card, or survey questionnaire.	
7	Report a complete relisting and the date in the CAPI Notes section and in a CAPI email message to your RO, or in the control card and survey questionnaire note sections and an INTER-COMM to your RO.	

For example, the current sample unit is Room 7. Visiting the GQ, the FR finds the GQ rooms have been renumbered, and relists the GQ on a Form 11-3 Unit/Permit Listing Sheet (Figure 5.2-1).

**Enter heading information.**

**Relist the GQ units.**

FORM 11-3 (6-11-2001)					U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU					RD	PSU	Segment and suffix	Survey name	
<b>UNIT/PERMIT LISTING SHEET</b>										99	999	9999	CEQ	
Address <i>9 Fraternity Row</i>										Type of segment <i>GR</i>		Expected number of units		
Post office name <i>Anywhere</i>					State <i>US</i>		ZIP Code <i>99999</i>		Urban or rural		Permit date of issue		PAL sequence number	
											Year    Month    Day			
County										Permit number (or BSAID or SPID/GQID)			Combined address	
PAL keyed remarks														
Line No. (1)	Unit designation (apartment number) (2)				Sample Designation (3)		Serial Number (4)		Remarks (reason and date for change) (5)					
1	<i>A11</i>													
2	<i>A21</i>													
3	<i>B12</i>													
4	<i>B22</i>													
5	<i>B32</i>													
6	<i>C13</i>													
7	<i>C23</i>													

**Figure 5.2-1** Relisting of GQ Units

For a CAPI survey, suppose the case management display shows that the line number is 0006 for the current sample unit formerly identified as Room 7. Room C13 is on line 6 of the relisting. Room C13 is the new sample unit. For a CAPI survey, delete the original room number (Room 7) from the case management display and enter Room C13, using the <F5> edit function.

If interviewing for a PAPI survey, line through the original room number (Room 7) and enter Room C13 on the control card, survey questionnaire, or both. Then interview the occupant(s) of Room C13. Complete the Unit/Permit Listing Sheet (Figure 5.2-2).

**Complete the listing sheet by entering Multi-unit and Listed an updated information.**

**Explain the situation and the actions you took in the Footnotes.**

Multi-units		Listed and updated			
Name of Complex <i>Phi Khi Psi Fraternity</i>	FR Code	<i>Z99</i>			
Contact Person <i>Bob Smith</i>	FR initials	<i>ABC</i>			
Title <i>President</i>	Month/Year	<i>12/07</i>			
Telephone number <i>999-99-9999</i>	Total number of units	<i>3</i>			
Footnotes <i>12/9/2007: Could not locate sample unit Room 7; case management display shows Room 7 listed on line 6 on original listing; relisted GQ; line 6 identifies C13 as corresponding sample unit.</i>					

**Figure 5.2-2** Completing the Unit/Listing Sheet for a Relisted GQ.

## 5.3

## Special Interviewing Situations

### Topics In This Section

<i>Actual Number of Units Less Than Expected (Register of Units)</i>	1
<i>Register No Longer Usable</i>	3
<i>Seasonally Closed GQs</i>	4
<i>Non-interviews</i>	4
<i>Mergers and Replacements</i>	5
<i>GQ Type Differs</i>	5
<i>GQ Type 703, Shelters for Abused Women</i>	6
<i>GQ Type 908, Other Non-Household Living Situations</i>	7
<i>GQ is One or More HUs</i>	7
<i>Some CAUTIONS About Housing Units (HUs) and GQs</i>	8

### Actual Number Of Units Less Than Expected (Register of Units)

**When the actual number of units (on a register of units) is less than the expected number for a CAPI survey, do the following:**

- 1 For each unit REG # in the address field on the CAPI case management display with no corresponding GQ unit on the register, report the serial number as a “Type C Non-interview—Unused Line of Listing Sheet.”
- 2 Explain the situation using the <F7> Notes function and send a CAPI email message to your RO.

**When the actual number of units (on a register of units) is less than the expected number for a PAPI survey, do the following:**

- 1** For each unit REG # in the address field of the control card label, questionnaire, or both, with no corresponding GQ unit on the register, report the serial number as a “Type C Non-interview–Unused Line of Listing Sheet.”
- 2** Explain the situation by sending an INTER-COMM to your RO.

For example, you are assigned to interview units REG 0015 and REG 0057 at a 70-unit GQ. When visiting the GQ to identify units REG 0015 and REG 0057, you find that there are only 50 units in the register.

Determine which unit in the register corresponds to REG 0015 following the procedures in the section *Interviewing Based on a Register of Units* in Module 5.2, and interview the unit. For REG 0057, classify the serial number as a Type C Non-interview–Unused Line of Listing Sheet (since there is no corresponding unit in the register) and report the situation using the <F7> Notes function and in a CAPI email message or an INTER-COMM.

## Register No Longer Usable

**If the register of units or persons is either no longer up-to-date (eligible) or no longer available to use, do the following:**

- 1 Relist the GQ on a Unit/Permit Listing Sheet. Note and date the situation in the Footnotes section of the listing sheet.
- 2 Apply the REG # from the case management display, control card, or survey questionnaire to the units on the new listing sheet. Start with the first unit on the listing sheet and count down to the line corresponding to the REG #. Repeat for each REG # in the current sample at this GQ, always beginning with line 1.

3

If...	Then...
You are interviewing for a CAPI survey	Enter the unit designation for the selected unit or person onto the case management display using the <F5> edit function.
You are interviewing for a PAPI survey	Enter the unit designation for the selected unit or person to the right of the REG # on the control card and/or questionnaire. <i>Do not line through the REG #.</i>

- 4 Interview the occupants of the sample unit now identified in the address field of the case management display and instrument or control card and survey questionnaire.



## Seasonally Closed GQs

If a count was obtained at a seasonally closed GQ at the time of listing, then that number is used to select the sample units. The sample units will be identified as "Line # \_\_\_" in the case management full display or on the control card or survey questionnaire label. If the GQ is open at time of interview, list the GQ on a Unit/Permit Listing Sheet and apply the Line #s to the listing. Start with Line 1 of the listing and count down the lines until reaching the Line # listed in your case management display or control card label. Then enter the GQ unit designation for the selected unit into case management display or on the control card label. Repeat this for each Line # in the current sample at the GQ.

If the GQ is closed at time of interview, classify each assigned sample unit as a Type B Non-interview—Seasonally Closed.

## Non-interviews

**When you encounter non-interviews in a GQ, do the following:**

If...	Then...
The sample unit is a non-interview because it is unoccupied, not an eligible GQ unit, or cannot be interviewed for some other reason	Assign the unit the appropriate non-interview code according to the survey's interviewing manual. When in doubt, call your RO.

## Mergers and Replacements

If you are unable to identify a sample unit or identify units to interview because of one the following, call your RO for instructions:



The assigned GQ has merged with another GQ or a residential place that is not a GQ,



Units within the assigned GQ have merged, or



The assigned GQ has been replaced by a GQ or non-GQ, or a structure or non-structure.

## GQ Type Differs

**If the GQ type differs and you can find the assigned sample units, do the following:**

- 1** Interview all civilian, non-institutional units designated for the current sample.
- 2** For any unit that is now institutional, assign Type C Non-interview–Other, GQ Unit Converted to Institutional.
- 3** Indicate the change in CAPI notes or send an INTER-COMM to your RO.
- 4** Correct the SP name, GQ name, and GQ type code in the instrument and on all interview forms. Use the <F5> edit function to make corrections in CAPI case management. The corrected address should also appear in the CAPI instrument; make corrections if necessary.

**If the GQ type differs and you cannot find the assigned sample units, do the following:**

**1** Call your RO for instructions.

<b>2</b>	<b>If...</b>	<b>Then...</b>
	You are working with an original complete listing and need to relist	Relist on a Unit/Permit Listing Sheet following the instructions in the topic <i>Interviewing Based on a Relisting</i> presented in Module 5.2.
	You are working with an original register listing and need to relist	Relist on a Unit/Permit Listing Sheet following the instructions in the topic <i>Register No Longer Usable</i> presented in this module.

**GQ Type 703,  
Shelters for Abused  
Women**

GQs of Type Code 703, Shelters for Abused Women, are out-of-scope for current demographic surveys. Census 2000 classified them as *sensitive*. These are GQs that do not want their locations known due to concerns over maintaining the safety of the residents. They should not be assigned for interview. If a GQ Type 703 is found at the time of interview, due to a change in type since sample selection, or because it was improperly classified in Census 2000, do not attempt to interview in the GQ. Classify all current sample units as Type C Non-interview—Other, GQ is Type 703.

### GQ Type 908, Other Non-Household Living Situations

If you are assigned a GQ Type 908 and another GQ type code would more specifically describe the GQ, determine the correct GQ type and follow the instructions in *GQ Type Differs* presented in this module.

### GQ Is One Or More HUs

**When a GQ in a GQ segment is found to be one or more HUs, do the following:**

1	If...	Then...
	You can find the assigned sample units	Conduct the interview.
	You cannot locate the assigned sample units and you are working with an original complete listing	Relist on a Unit/Permit Listing Sheet and follow the instructions in the topic <i>Interviewing Based on a Relisting of a Complete Listing</i> in Module 5.2.
	You cannot locate the assigned sample units and you are working with an original register listing	Relist on a Unit/Permit Listing Sheet and follow the instructions in the topic <i>Register No Longer Usable</i> presented in this module.

- 2 Note and date the situation in the Footnotes section of the listing sheet.

**When a GQ in an area segment is found to be one or more HUs, do the following:**

- 1** Report the current sample units as a Type C Non-interview–Other.
- 2** Prepare an INTER-COMM or CAPI email message for your RO explaining the situation.

**Some CAUTIONS about Housing Units (HUs) and GQs**

Living quarters are usually readily identifiable as either a HU or GQ.

Owner-occupied single-family houses, townhouses, duplexes, quads, and condominiums are almost always HUs.

Rental units, usually in multi-unit structures, are usually HUs, when occupied by a person or family living separately from others and paying their own rent.

Places under an identifiable management, serving persons with some common characteristic, sharing some living arrangements, are usually GQs. They may be identified by a name, in addition to or instead of an address.

If a living quarters was classified as an HU in Census 2000, and is selected for sample in a current demographic survey, it would be assigned in a unit segment.

If verified in an update block assignment, an HU would be assigned in an area segment.

GQ sample units, selected from update block or GQ listing assignments, are assigned in area or GQ segments.

However, a living quarters may have been misclassified initially, either in Census 2000 or in an update block or GQ listing assignment, or it may have changed since the initial classification.

The following pages of this module identify and describe some places where extra caution should be observed.

When in doubt about a unit's classification, especially a unit assigned as a GQ sample unit that may be a housing unit, you should follow the initial classification and interview. When in serious doubt, contact your RO.

*Boarding Houses,  
Rooming Houses, and  
Combination Boarding  
and Rooming Houses*

In Census 2000, living quarters in boarding, rooming, and combination boarding and rooming houses were usually classified as regular housing units, in which case they would be assigned to an FR for interview as HUs, not GQs. An exception might be living quarters that are "board and care" arrangements where the residents receive some kind of specialized care.

*College Housing*

*Census 2000 classified college housing as follows:*



College housing on and off campus, owned by a college or university, that houses only unmarried students should be treated as GQs, Type Code 501. This is true even if the housing is apartments.



College housing on and off campus, owned by a college or university, that houses only married students should be treated as HUs.



College housing on and off campus, owned by a college or university, that houses both married and unmarried students should be treated as HUs.



College housing on and off campus, *leased* by a college or university, should be treated as HUs.

*Hotels, Motels, Inns,  
Resorts, Bed and  
Breakfasts*



Census 2000 should have classified such a place as a GQ, Type 701, if it was contracted by a local government or other organization to provide shelter for the homeless. Separate living quarters occupied or intended to be occupied by resident staff should have been classified as housing units.

If such a place was not contracted by a local government or other organization to provide shelter for the homeless, Census 2000 may have enumerated as housing units any living quarters occupied or intended for occupancy by resident staff and permanent, non-transient guests. Permanent, non-transient guests usually stay a month or more, and have no usual home elsewhere. However, Census 2000 may have enumerated such a place as a GQ, Type 908—Other Non-household Living Situation.

*Military Quarters*

Military quarters that are occupied or intended for occupancy by active military personnel are not eligible for sample in current demographic surveys, except for the American Community Survey (ACS). However, living quarters on a military installation that were occupied or intended for occupancy by civilians at time of listing or updating, are eligible for sample and will be assigned to you if selected.

See Appendix F for a description of the military GQ types on military installations. Be aware of the following:

-  Living quarters for transient, temporary residents, on military installations are classified as GQ, Type 602 and
-  Military hotels, motels, and campgrounds are classified as housing units. However, Census 2000 may have initially classified such places as GQ Type 605. If sample units in a GQ Type 605 are assigned to you, and you verify that it is a military hotel, motel, or campground, follow the instructions for *GQ is One or More HUs* in this module. List only HUs occupied or intended for occupancy by civilians.

*Workers' Housing*

Workers' housing is classified as a GQ if the occupants use common facilities, that is, if they reside in a dormitory setting. GQ Type 901 is a dormitory for agricultural workers on farms, such as migratory farm workers camps, bunkhouses for ranch hands, and other dormitories on farms including those on *tree farms*. GQ Type 902 is a dormitory for other than agricultural workers, such as logging camps, construction workers' camps, firehouse dormitories, job-training camps, energy enclaves (Alaska only), Alaskan pipeline camps, non-farm migratory workers' camps (such as workers who lay oil and gas pipelines).

*Religious Housing*

Convents, monasteries, and rectories are considered GQ Type 906. Note that dormitories for members of religious orders who live at a hospital or college are classified according to the type of place where they are located, such as college or hospital dormitories. Parsonages and manses are treated as housing units and seminaries are treated as college housing, GQ Type 501.

*GQ Type 704, Soup Kitchens*

Soup kitchens were assigned GQ Type Code 704 in Census 2000. They are ineligible for demographic surveys. However, soup kitchens are sometimes part of facilities that provide multiple services, and extra care should be taken when you are assigned a GQ in this situation.

If a facility runs multiple services from the same building (for example, a homeless shelter, a children's shelter, a soup kitchen, a group home for drug and alcohol abuse), Census 2000 should have assigned multiple GQs for the building: one for the homeless shelter (GQ Type 701), one for the children's shelter (GQ Type 702), and one for the group home (GQ Type 801 or 806).



The soup kitchen GQ won't be sampled and assigned for interview because it's out-of-scope. The other GQs are in-scope, and if selected for sample, will be assigned for interview. If you are faced with this situation, interview at the in-scope GQs. Do not classify them as out-of-scope just because the facility also runs a soup kitchen.

In area segments, the ALMI should show all the GQs run by a multi-service facility, including a soup kitchen GQ, if any. Interview the in-scope GQs if assigned. Do not attempt to interview residents standing in line to receive food in the soup kitchen.

### *Transient Locations*

Living quarters at the following locations are HUs: commercial or public campgrounds, RV parks, camps, race tracks, fairs, carnivals, circuses, marinas, truck stops, and similar transient places.

If selected for sample, they will be assigned in unit or area segments. Interview if the occupants have no usual home elsewhere.

If a transient place is assigned to you as a GQ, follow the procedures for *GQ Is One Or More HUs* in this module.

*Alternative Living  
Arrangement Places,  
Such as Congregate  
Care, Independent Living,  
Assisted Living,  
Continuing Care and Life  
Care*

The following general criteria can be used as a guide to what type and level of services and care within an alternative living arrangement make a living quarters a housing unit and what type a GQ:



If residents of separate living quarters receive 24-hour skilled nursing care, classify them as living in *group quarters*. Otherwise, classify them as living in *housing units*.



If an individual occupies a house, apartment, private room or group of rooms and is free to come and go as he or she wants; and the level of services provided includes only social services such as meals, transportation, and organized activities, the living quarters is a *housing unit*.



If an individual occupies a private or semi-private room or group of rooms and is not able to come and go as he or she wants either because they are physically unable to do so, or because they are under custodial care; or the level of services and care provided includes personal services such as dressing, bathing, and medical or nursing services, the living quarters are *group quarters*.

The following examples may also be useful:

1. An individual lives in a facility clearly identified as a nursing home where personal services such as bathing are provided and nursing and medical services are present. This is a *group quarters* because the type of services and the medical care provided and the custodial nature of the living arrangement do not allow the individual to live separately (independently).

2. An individual occupies a house, apartment, or mobile home. Security for the building or area is provided along with other social services, such as transportation to shopping and other activities. A meal plan and housekeeping services are also available to the individual. This is a *housing unit* because the type of services and care provided do not preclude the individual from living separately (independently).
3. An individual occupies a private room or group of rooms (with direct access) and has only meals, transportation, and other social services such as sports, organized activities and shopping available. This is a *housing unit* because the type of services and care provided do not preclude the individual from living separately (independently).
4. An individual occupies a private room or group of rooms (with direct access). Meals, dressing, bathing, and nursing services are provided. This is a *group quarters* because the type of services provided (dressing and bathing), and medical care (nursing) do not allow the individual to live separately (independently).

In general, independent living communities and congregate care facilities are probably housing units. Assisted living communities can be either housing units or group quarters depending on the type of services and care provided. Frequently, they are a mixture. Residents of assisted living communities who receive 24-hour skilled nursing care should be classified as living in *group quarters*. Other residents of assisted living communities usually should be classified as living in *housing units*. Since continuing care and life care communities encompass all of the types of living arrangements mentioned, whether an individual occupies a housing unit or lives in a group quarters will depend on the type of living arrangement currently needed by the individual.

## APPENDIX A

### Form 11-3 Unit/Permit Listing Sheet

<b>FORM 11-3</b> (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment and suffix	Survey name	
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment		Expected number of units		
Address								Permit office name				
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence/Line number				
					Year	Month	Day					
County					Permit number (or BSAID or SPID/GQID)				Combined Address			
PAL keyed remarks												
Line No. (1)	Unit designation (or apartment number) (2)			Sample designation (3)	Serial number (4)	Remarks (Reason and date for changes) (5)						
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Multi-units					Listed and updated							
Name of complex					FR code							
Contact person					FR initials							
Title					Month/Year							
Telephone number					Total number of units							
Footnotes												

Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheets

## APPENDIX B

### Form 11-12 Multi-Unit Listing Aid (MULA)

[illegible]BSAID  
ESD

Date printed \_\_\_\_\_  
Sheet \_\_\_\_\_ of \_\_\_\_\_ Sheets

## APPENDIX C

### Form BC-1718 (ADP) Incomplete Address Locator Actions

FORM BC-1718 (ADP) (04/06/01)		U.S. Department of Commerce Bureau of the Census	
2000 SAMPLE REDESIGN INCOMPLETE ADDRESS LOCATOR ACTIONS			
SECTION I – IDENTIFICATION			
Survey	Sample	County	BSAID
Sample Data	Tract/BNA	RO	PSU
		Block	MAFID
		Segment	Serial #
SECTION II – NPC LOCATOR REVIEW/RESULTS			
1. Incomplete Basic Address BEFORE NPC Review:			
Address:			
Post Office:		State:	ZIP:
2. Address AFTER NPC Review:			Expected # Units
Address:			
Post Office:		State:	ZIP:
3. 2000 Census Household Name:			
4. Locator Materials NPC is providing Field:			
[ ] Printout of Addresses for Entire Block			
[ ] Printout of Addresses for Part of Block			
[ ] Unit/Permit Listing Sheet for Clerically Combined Multi-Unit			
SECTION III – ACTIONS THE RO/FR MUST PREFORM			
To locate the sample unit:			
[ ] Use Locator Materials Enclosed			
[ ] Use Single-Unit. Complete Address Information in II.2 Above			
[ ] Use Multi-Unit Listing Sheet Enclosed			
[ ] Use Multi-Unit Listing Sheet, previously sent to you for:			
Sample:			
Sample Date:			
[ ] Other – Specify:			
REMARKS/COMMENTS			

## APPENDIX D

### Form 11-187 Permit Sketch Map

FORM 11-187 (10-15-92)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO	2. PSU	3. Permit month/year	4. Sequence number
<b>PERMIT SKETCH MAP</b>  PERMIT ADDRESS LIST OPERATION		5. Permit Office name					
		6. Locality (Post Office)					7. County
		8. State	9. ZIP Code	10. Permit number	11. PAL line		
ATTENTION REGIONAL OFFICE	Keep both copies in the Regional Office files.	12. U/R	13. Field Representative name		Code		
Notes							

## **Appendix E**

### **Form 11-36 INTER-Field COMMunication (INTER-COMM)**

#### **What is an INTER-COMM?**

Form 11-36, INTER-Field COMMunication (INTER-COMM), is designed to aid you in recording problems and questions that you have about your listing or updating assignment. Your RO also can use this form to give you solutions to your problems or answers to your questions, as well as to ask you questions or report information to you.

For Computer Assisted Personal Interviewing (CAPI) surveys, you will use I-Notes in the instrument, <F7> notes in Case Management, or send a CAPI email message.


#### **When to Use an INTER-COMM**

As you work on an assignment, you could encounter a variety of problems or questions that require you to contact your RO. Listed below are some, but not all, typical instances when your survey manual might instruct you to prepare an INTER-COMM for your RO:

- A structure contains a range of house numbers,
- Seasonally closed GQs,
- Segment boundary problems,
- Type C Non-interviews,
- Type A Non-interviews (*except confirmed refusals*),
- EXTRA units,
- Merged units,
- Abandoned permits,
- Replacement structures,
- Unable to locate a sample address,
- Problems encountered trying to list and update an address, or
- Problems encountered trying to classify the type of living quarters.

Some of these instances also require a telephone call to your RO immediately.



Form 11-36 (11-17-99)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field COMMunication</b>	a. TO: <i>Roger Bennett</i>		d. Survey  <i>NHIS</i>
	b. FROM: <i>Amy Grant</i>	FR Code <i>A19</i>	
	c. Regional Office <i>Denver</i>		e. Date <i>10/20/03</i>
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code <i>42075</i>	g. Segment number <i>9014</i>	h. Type segment <i>Permit</i>
 <i>See instructions on the reverse of copy 2 or 3.</i>	i. Serial number or other identification  <i>04, Sheet 1, Line 7</i>		j. Sample  <i>Y02</i>
<b>Section I</b>	STATEMENT (Answer required: <input type="radio"/> Yes <input checked="" type="radio"/> No)		
<i>Type C Non-interview—Permit Abandoned</i>			
<i>Contact—John Malloy</i>			
<i>Ridge Development Co., Inc.</i>			
<i>(555) 650-1200</i>			
<b>Section II</b>	ANSWER		
Answered or acknowledged by			Date

**Figure E-1** Form 11-36 INTER-COMM

## How to Complete an INTER-COMM

### When you encounter a situation that requires you to complete an INTER-COMM for your RO, do the following:

- 1 Complete the heading items (a) through (j) as described below:
  - ▶ **Item (a)** - Enter the name of the person or section to which you're sending the INTER-COMM.
  - ▶ **Item (b)** - Enter your name and FR code.
  - ▶ **Item (c)** - Enter your RO's name.
  - ▶ **Item (d)** - Enter the survey acronym (CPS, NHIS, and so forth).
  - ▶ **Item (e)** - Enter the current date.
  - ▶ **Item (f)** - Enter the PSU code for the assignment.
  - ▶ **Item (g)** - Enter the segment number and suffix for the assignment.
  - ▶ **Item (h)** - Enter the segment type (Unit, Permit, Area, or GQ).
  - ▶ **Item (i)** - Enter any identification information that might be helpful, such as a unit's serial number or the listing sheet and line number. If your problem or question relates to a GQ, enter a "C" or "R" in item (i) to indicate how the GQ was listed—complete or register method.
  - ▶ **Item (j)** - Enter the sample designation.

- 2 Ask your question or describe your problem in *Section I, Statement*. Make sure that you state your question or problem clearly and concisely. Provide enough information so that your supervisor will fully understand the situation and will be able to answer you if required.
- 3 After completing Steps 1 and 2, detach the pink copy (copy 3) for your records and send the white and yellow copies (copies 1 and 2) to your RO.

## **Receiving a Reply**

If you request a reply, you will receive the white copy (copy 1) back with the answer entered in Section II, Answer. At the bottom of Section II, you will see the name of the person who answered your INTER-COMM and the date it was answered.

## **Handling INTER-COMMs From Your RO**

Your RO could send you an INTER-COMM to ask you a question or to relay information to you. If your RO needs a response from you:

- Enter your reply in Section II.
- Keep the yellow copy (copy 2) for your records.
- Return your answer on the white copy (copy 1).

## Appendix F Table of GQ Types

### **GQ Type Code**

The first column in the Table shows the three-digit GQ type code. This is the code used in the decennial Census 2000 to identify GQs.

### **Institutional GQs**

GQ type codes 101 - 410 identify institutional GQs.

Institutional GQs house people under formally authorized, supervised care or custody in institutions. Such people are classified as "patients or inmates" of an institution regardless of the availability of nursing or medical care, the length of stay, or the number of people in the institution. Generally, the institutionalized population is restricted to the institutional building and grounds (or must have passes or escorts to leave) and thus have limited interaction with the surrounding community. Also, they are generally under the care of trained staff who have the responsibility for their safekeeping and supervision. In other words, institutional GQs house people who, in most cases, stay involuntarily and are not allowed to come and go without receiving permission. Most institutional GQs are either correctional facilities, or nursing homes.

Institutional GQs are not included (out-of-scope) in the samples for the current demographic surveys, except for the American Community Survey (ACS) where institutional GQs are included (in-scope).

Institutional GQ types are included in the Table of GQ Types so that at time of interview at an assigned GQ in a GQ or Area segment, you can recognize if a GQ is institutional, either because it has changed type since the initial listing or last updating, or because the lister or updater misclassified the GQ. If you realize that an assigned GQ is an institutional GQ, classify the sample GQ units as Type C Non-interviews—Other, Institutional.

Likewise, if you find an assigned HU, in any type of segment, is an institutional GQ, you should classify the sample unit as Type C Non-interview–Other, Institutional.

If at time of interview in a Unit segment, you find that an assigned sample HU is in fact an institutional GQ or a unit in an institutional GQ, classify the sample unit as a Type C Non-interview–Other, Institutional.

### **Non-institutional GQs**

GQ type codes 501 - 911 identify non-institutional GQs.

All surveys include non-institutional GQs in their samples.

Non-institutional GQs house people who live in GQs other than institutions. They are people who stay voluntarily and are allowed to come and go without receiving permission. Many non-institutional GQs are college housing. Also, staff who administer institutional GQs may live in non-institutional GQs.

### **Military GQs**

Military GQs house active duty armed forces personnel on a military installation. Examples are military barracks, unaccompanied personnel housing, disciplinary barracks, and officers' quarters.

### **GQs in Permit Segments**

GQs are out-of-scope for Permit segments. If at time of interview in a Permit segment the FR finds that an assigned sample HU is in fact a GQ or a unit in a GQ, institutional or non-institutional, the FR should classify the sample unit as a Type C Non-interview–Other, GQ in a Permit segment.

**Ineligible GQs**

The following GQ types are excluded from all surveys' samples:

**Type   Description**

603	Military Ships
703	Shelters for Abused Women
704	Soup Kitchens
705	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
900	Crews of Maritime Vessels
909	GQs for Victims of Natural Disasters

Ineligible GQ types are included in the Table of GQ Types for the same reasons that institutional GQs are included (see above), to help you identify them at time of interview, and to exclude them from sample as Type C Non-interview.

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
		<b>Correctional Institutions (101-107)</b>
101	905	<i>Federal Detention Centers</i> [including Park Police, Bureau of Indian Affairs, Immigration and Naturalization Service (INS) centers operated within local jails, and State and Federal prisons. INS detention centers also include INS Federal Alien Detention Facilities, INS Service Processing Centers, and INS Contract Detention Centers used to detain aliens under exclusion or deportation proceedings and aliens who require custodial departures.]
102	905	<p><i>Federal Prisons</i> [including criminally insane wards operated by a Federal prison within a mental or general hospital. If ward is not operated by a prison, code criminally insane ward "404" and "905" for staff residing in the group quarters.]</p> <p>Note: Do not include INS detention centers operating within Federal Prisons. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p> <p>Do not include correctional centers for juveniles. Include juveniles facilities in "201-209".</p>
103	905	<p><i>State Prisons</i> [including criminally insane wards operated by a State prison within a mental or general hospital; if not operated by a prison, code criminally insane ward "404" and "905" for staff residing in the group quarters.]</p> <p>Note: Do not include INS detention centers operating within State Prisons. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p>

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
104	905	<p><i>Local Jails (county, city, regional, and other municipalities) and Other Confinement Facilities</i> (usually hold persons more than 48 hours) includes work farms and police lockups.</p> <p>Note: Do not include INS detention centers operating within local jails. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p>
105	905	<i>Halfway Houses</i> [operated for correctional purposes, including probation and restitution centers, prerelease centers, and community-residential treatment centers.]
106	904	<i>Military Disciplinary Barracks</i> [including jails on military installations.]
107	905	<i>Other Types of Correctional Institutions</i> [including private correctional facilities and correctional facilities specifically for alcohol/drug abuse.]
		<b>Juvenile Institutions (201-209, 702)</b> [including homes, schools, and detention centers]
		1. <i>Long-term Care</i> [length of stay usually more than 30 days]
		a. Neglected, abused, and dependent children [orphanages, homes, or residential care]
201	905	(1) Public ownership
202	905	(2) Private ownership
203	905	(3) Ownership unknown (Used as a last resort if no other type code applies.)
204	905	b. Emotionally disturbed children [residential treatment center (psychiatric care provided)]



<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
		c. Delinquent children [placed by court, parents, or social service agencies in residential training schools or homes, including industrial schools, camps, or farms]
205	905	(1) Public ownership
206	905	(2) Private ownership
207	905	(3) Ownership unknown (used as a last resort if no other type code applies.)
		2. <i>Short-term Care</i> [length of stay usually 30 days or less]
208	905	a. Delinquent children [temporary care in detention centers, reception or diagnostic centers pending court disposition of case]
702		b. Runaway, neglected, and homeless children [emergency shelters/group homes which provide temporary sleeping facilities for juveniles]
209	905	3. <i>Type of juvenile institution unknown</i> (Used as a last resort if no other type code applies.)
		<b>Nursing Homes (301-307)</b> [skilled nursing facilities (SNF), intermediate care facilities (ICF), long-term care rooms in wards or buildings on the grounds of hospitals, nursing, convalescent, and rest homes including soldiers', sailors', veterans', fraternal or religious homes for the aged with nursing care]
		1. <i>Public ownership</i>
301	905	a. Federal ownership [including Veterans' Affairs (VA), domiciliary homes, and U.S. Naval homes]
302	905	b. State and county or city ownership

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
303	905	c. Don't know if Federal, State, county-city ownership (Used as a last resort if no other type code applies.)
		2. <i>Private ownership</i>
304	905	a. Private not for profit
305	905	b. Private for profit
306	905	c. Don't know if for profit or not for profit (Used as a last resort if no other type code applies.)
307	905	3. Don't know if Federal, State, local, or private ownership (Used as a last resort if no other type code applies.)

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
		<b>Hospitals and Wards, Hospices, and Schools for the Challenged (400-410)</b> [See also codes 904 and 905, Dormitories for Nurses and Interns in Military and General Hospitals]
400	905	1. <i>Drug/alcohol Abuse</i> [hospitals and hospital wards in psychiatric and general hospitals]
		2. <i>Chronically Ill</i>
401	904	a. Military hospitals or wards for chronically ill
402	905	b. Other hospitals or wards for chronically ill (402) Hospitals and Wards, Hospices, and Schools for the Challenged/Chronically Ill/Other hospitals or wards for chronically ill [including tuberculosis hospitals or wards; wards in general and Veterans' Affairs hospitals for the chronically ill; wards for progressive or degenerative brain diseases, such as neuro-degenerative process, spinal chord tumor, or other neurologic diseases; wards for patients with Hansen's Disease (leprosy) and other incurable diseases; and other unspecified wards for the chronically ill]  Note: Do not include mental or alcohol/drug abuse hospitals or wards.
403	905	c. Hospices/homes for chronically ill [including hospices and homes for AIDS and cancer patients, and other unspecified terminal diseases]

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
404	905	3. <i>Mentally Ill (Psychiatric)</i> [hospitals or wards, including wards for the criminally insane not operated by a prison and psychiatric wards of general hospitals and veterans' hospitals. This is a medical setting designed for the treatment of mental illness. Patients receive supervised and medical/nursing care from formally trained staff.]
405	905	4. <i>Mentally Challenged</i> [schools, hospitals, wards (including wards in hospitals for the mentally ill), and intermediate care facilities for the mentally challenged (ICF/MR)]
		5. <i>Physically Challenged</i> [including schools, hospitals, or wards in a suitably-equipped medical setting and designed primarily for the physically challenged who receive supervised care and medical/nursing care from a formally trained staff]
406	905	a. Institutions for the deaf
407	905	b. Institutions for the blind
408	905	c. Orthopedic wards and institutions for physically challenged [includes institutions providing long-term care to accident victims, and persons with polio, cerebral palsy (leads to motor dysfunction), muscular dystrophy, etc.]  Note: Do not include wards for terminally ill patients. Code such places as "401" military hospitals or wards for chronically ill or "402" other hospitals or wards for chronically ill.
409	905	6. <i>General Hospitals with Patients who Have No Usual Home Elsewhere</i> [including maternity, neonatal, pediatric (including wards for boarder babies), Veterans' Affairs, surgical, and other purpose wards of hospitals and wards for infectious diseases]

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
410	904	7. <i>Military Hospitals with Patients who Have No Usual Home Elsewhere</i> [including maternity, neonatal, pediatric (including wards for boarder babies), military, surgical, and other purpose wards of hospitals and wards for infectious diseases.]

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Non-institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
		<b>College Quarters (501)</b>
501		<i>Dormitories and Fraternity and Sorority Houses (on and off campus)</i>
		<b>Military Quarters (601-603)</b>
		1. <i>On Base:</i>
601		a. Barracks, unaccompanied personnel housing (UPH) (Enlisted/Officer), and similar group living quarters for military personnel
602		b. Transient quarters for temporary residents (military or civilian)
	904	c. Dormitories for nurses and interns in military hospitals
106	904	d. Stockades and jails (on military installations)
603		2. <i>Military ships</i> [ineligible for all demographic surveys]
701		<b>Hotels/Motels (701)</b> [those used entirely for persons without a usual home, and hotels and motels used partially for persons without a usual home]
		<b>Emergency Shelters/Service Locations (701-706)</b>
701		1. <i>Shelters For The Homeless With Sleeping Facilities</i> [including emergency housing, missions, and flophouses, Salvation Army shelters, hotels and motels used entirely for homeless persons, hotels and motels used partially for the homeless, and similar places known to have persons with no usual home elsewhere who stay overnight]

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Non-institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
702		2. <i>Shelters for Runaway, Neglected, and Homeless Children</i> [emergency shelters/group homes which provide temporary sleeping facilities for juveniles] ( <i>Also Juvenile Institutions, Short-Term Care, for Runaway, neglected, and homeless children</i> )
703		3. <i>Shelters for Abused Women</i> (or Shelters Against Domestic Violence) [ineligible for all demographic surveys]
		4. <i>Service Locations</i>
704		a. Soup Kitchens [ineligible for all demographic surveys]
705		b. Regularly scheduled mobile food vans [ineligible for all demographic surveys]
706		5. <i>Targeted Non-sheltered Outdoor Locations</i> [ineligible for all demographic surveys]
		<b>Group Homes/Halfway Houses (801-810)</b> [with 10 or more unrelated persons (801-805) and with 9 or less unrelated persons (806-810): Including those providing community-based care and supportive services]  Note: Do not include halfway houses for correctional purposes. If operated for correctional purposes, code according to Halfway Houses 105.
801,806		1. <i>Drug/Alcohol Abuse</i> [group homes, detoxification centers, quarterway houses (residential treatment facilities that works closely with an accredited hospital); halfway houses; recovery homes for ambulatory, mentally competent recovering alcoholics who may be re-entering the work force]

<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Non-institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
802,807		2. <i>Mentally Ill</i>
803,808		3. <i>Mentally Challenged</i>
804,809		4. <i>Physically Challenged</i>
805,810		5. <i>Other Group Homes [Including communes, foster care homes, and maternity homes for unwed mothers]</i>
900		<b>Crews of Maritime Vessels (900)</b>
		<b>Dormitories (501, 601, 901-905)</b>
501		1. <i>Dormitories and Fraternity and Sorority Houses (on and off campus)</i>
601		2. <i>Military Quarters on Base, including Barracks [unaccompanied personnel housing (UPH) (Enlisted/Officer), and similar group living quarters for military personnel]</i>
901		3. <i>Agriculture Workers' Dormitories on Farms [includes migratory farm workers camps, bunkhouses for ranch hands, and other dormitories on farms including those on "tree farms"]</i>
902		4. <i>Other Workers' Dormitories [including logging camps, construction workers' camps, firehouse dormitories, job-training camps, energy enclaves (Alaska only), Alaskan pipeline camps, non-farm migratory workers' camps (such as workers who lay oil and gas pipelines)]</i>
903		5. <i>Job Corps and Vocational Training Facilities for Persons above the High School Level</i>
904		6. <i>Dormitories for Nurses and Interns in Military Hospitals</i>



<b>Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order</b>		
<b>2000 GQ Codes</b>		<b>Non-institutional GQs</b>
<b>Resident Non-Staff</b>	<b>Resident Staff</b>	
905		7. <i>Dormitories for Nurses and Interns in General Hospitals</i>
906		<b>Religious Group Quarters (906)</b> [including convents, monasteries, and rectories (classify members of religious orders who live in a dormitory at a hospital or college according to the type of place where they live, such as college or hospital dormitories)]
908		<b>Other Non-household Living Situations (908)</b> [including those not covered by other GQ types, such as hostels, YMCAs and YWCAs]
909		<b>Natural Disaster (909)</b> [ineligible for all demographic surveys]
911		<b>Residential Care Facilities Providing "Protective Oversight" (911)</b>

## **APPENDIX G**

### **DISTINGUISHING GROUP QUARTERS FROM HOUSING UNITS AT TIME OF INTERVIEW**

#### **Distinguishing Between Group Quarters and Housing Units**

Living quarters are either HUs or GQs. A GQ is defined as any living quarters that is not an HU. If you feel a GQ assigned to you is actually one or more HUs, follow the instructions for *GQ Is One or More HUs* in Chapter 5, Module 5.3 of this manual.

#### *Housing Unit Definition*

A housing unit is a house, an apartment, a mobile home, a group of rooms or a single room occupied as separate living quarters or intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from outside the building or through a common hall.

#### **Job Aid for Distinguishing Group Quarters From Housing Units**

If you think a GQ assigned to you may be one or more HUs, be sure to apply the HU definition. Here is a job aid describing various kinds of living situations where the distinction between whether a living quarter is a GQ or HU may not be clear. This is meant to provide general guidance on whether to treat these living situations as GQs or HUs.

Living Situation	GQs	HUs	Comments
abbeys <i>See also convents, monasteries</i>	✓		
apartments	✓	✓	Treat as a GQ provided they house unmarried students only and are owned, not leased, by the college. Otherwise, apartments should usually be treated as HUs.
assisted living communities <i>See also continuing care communities, life care communities, nursing homes</i>	✓	✓	Treat an assignment in an assisted living community as a GQ if residents receive skilled nursing care; otherwise, treat as one or more HUs.
bed and breakfasts		✓	
boarding houses		✓	Unless residents receive some kind of specialized care
boats <i>See also marinas</i>		✓	
campgrounds		✓	
camps		✓	
carnivals		✓	
children's shelters <i>See also juvenile facilities</i>	✓		
circuses		✓	
college housing <i>See also apartments, dormitories, fraternity and sorority houses</i>	✓	✓	Treat dormitories, fraternity houses, and sorority houses, and apartments on and off campus as GQs provided they only house unmarried students and are owned, not leased, by the college. Treat anything else, on and off campus, such as buildings housing married students, buildings leased by the college, and rooming houses, as HUs.
communes	✓		
congregate care facilities <i>See also independent living communities</i>		✓	Unless residents receive skilled nursing care
continuing care communities <i>See also assisted living communities, life care communities, nursing homes</i>	✓	✓	Treat an assignment in a continuing care community as a GQ if residents receive skilled nursing care; otherwise, treat as one or more HUs.
convents <i>See also abbeys, monasteries</i>	✓		
correctional facilities	✓		

Living Situation	GQs	HUs	Comments
dormitories <i>See also college housing</i>	✓		Examples: college dormitories, agricultural worker dormitories, non-agricultural worker dormitories.
fairs		✓	
fraternity houses	✓		
group homes	✓		
halfway houses	✓		
homeless shelters	✓		
hospices	✓	✓	Treat as a GQ unless you think the living quarters instead meets the HU definition.
hospitals	✓		
hostels	✓		
hotels <i>See also homeless shelters, inns, motels, resorts</i>	✓	✓	Treat as a GQ of Type 701 (homeless shelter) if contracted by a local government or other organization to house the homeless; otherwise, treat as a GQ of Type 908 or as one or more HUs.
independent living communities <i>See also congregate care facilities</i>		✓	Unless residents receive skilled nursing care.
inns <i>See also homeless shelters, hotels, motels, resorts</i>	✓	✓	Treat as a GQ of Type 701 (homeless shelter) if contracted by a local government or other organization to house the homeless; otherwise, treat as a GQ of Type 908 or one or more HUs.
job corps facilities <i>See also vocational training facilities</i>	✓		
juvenile facilities <i>See also children's shelters</i>	✓		
life care communities <i>See also assisted living communities, continuing care communities, nursing homes</i>	✓	✓	Treat an assignment in a life care community as a GQ if residents receive skilled nursing care; otherwise, treat as one or more HUs.
manse <i>See also parsonages, rectories</i>		✓	Treat a manse or parsonage as one or more HUs. <i>(Treat a rectory as a GQ.)</i>
marinas <i>See also boats</i>		✓	
military barracks	✓		
military campgrounds		✓	
military hotels/motels		✓	
military transient quarters for temporary residents of military installations	✓		

Living Situation	GQs	HUs	Comments
mobile homes <i>See also RV parks, trailer parks, trailers</i>		✓	
monasteries <i>See also abbeys, convents</i>	✓		
motels <i>See also homeless shelters, hotels, inns, resorts</i>	✓	✓	Treat as a GQ of Type 701 (homeless shelter) if contracted by a local government or other organization to house the homeless; otherwise, treat as a GQ of Type 908 or as one or more HUs.
nursing homes <i>See also assisted living communities, continuing care communities, life care communities</i>	✓		
parsonages <i>See also manses, rectories</i>		✓	Treat a parsonage or manse as one or more HUs. <i>(Treat a rectory as a GQ.)</i>
race tracks		✓	
rectories <i>See also manses, parsonage</i>	✓		Treat a rectory as a GQ. <i>(Treat a parsonage or manse as one or more HUs.)</i>
resorts <i>See also homeless shelters, hotels, inns, motels</i>	✓	✓	Treat as a GQ of Type 701 (homeless shelters) if contracted by local government or other organization to house the homeless; otherwise, treat as a GQ of Type 908 or as one or more HUs.
rooming houses		✓	Unless residents receive some kind of specialized care.
RV parks <i>See also mobile homes, trailer parks, trailers</i>		✓	
shelters <i>See also children's shelters, homeless shelters</i>	✓		
sorority houses	✓		
staff housing	✓	✓	Treat as a GQ of Type 904 or 905 if it does not meet the HU definition; otherwise, treat as one or more HUs.
trailer parks <i>See also mobile homes, RV parks, trailers</i>		✓	
trailers <i>See also mobile homes, RV parks, trailer parks</i>		✓	
truck stops		✓	
vocational training facilities <i>See also job corps facilities</i>	✓		
YMCAs	✓		
YMHAs	✓		

Living Situation	GQs	HUs	Comments
YWCA's	✓		

## APPENDIX H

### Valid Interview Outcome Codes

CODE	Description
200	New case, not started
201	Completed interview
202	Accessed instrument, insufficient partial
203	Sufficient partial - no more follow-up
204	Sufficient partial - follow-up
205	Sufficient partial - supplement follow-up
216	Type A -- no one home
217	Type A -- temporarily absent
218	Type A -- respondent, refused
219	Type A -- other, occupied
223	Type B -- entire HH Armed Forces
224	Type B -- entire HH under 15
225	Type B -- temporarily occupied by URE
226	Type B -- vacant, regular
227	Type B -- vacant, storage of HH furniture
228	Type B -- unfit, to be demolished
229	Type B -- under construction, not ready
230	Type B -- converted to temporary business or storage
231	Type B -- unoccupied tent/trailer site
232	Type B -- permit granted, construction not started
233	Type B -- other
240	Type C -- demolished
241	Type C -- house or trailer moved
242	Type C -- outside segment

<b>CODE</b>	<b>Description</b>
243	Type C -- converted to permanent business or storage
244	Type C -- merged
245	Type C -- condemned
246	Type C -- built after April 1, 2000
247	Type C -- unused serial number or line of listing sheet
248	Type C -- other








## APPENDIX I

### Control Numbers - Definitions and Uses

#### Types of Control Numbers

In this appendix, you will find information about the following control numbers:

-  Regional Office (RO)
-  Field Primary Sampling Unit (PSU)
-  Segment Number/Segment Number Suffix
-  Serial Number/Serial Number Suffix
-  Sample Designation

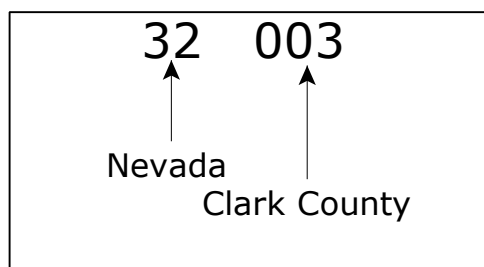
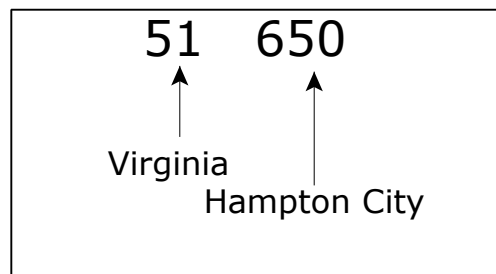
#### RO Numbers

Each RO is assigned a unique two-digit number as shown below.

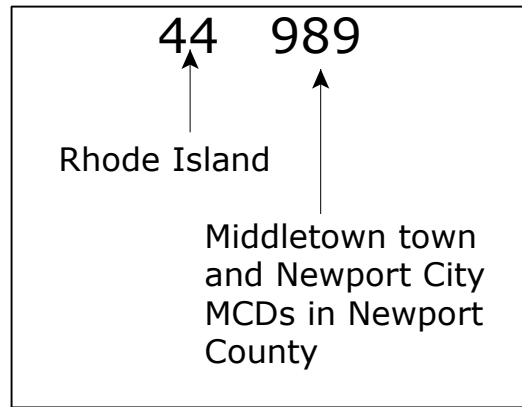
Number	Regional Office
21	Boston
22	New York
23	Philadelphia
24	Detroit
25	Chicago
26	Kansas City
27	Seattle
28	Charlotte
29	Atlanta
30	Dallas
31	Denver
32	Los Angeles

**Field PSU Numbers**

Field PSUs are five-digit numbers that remain the same for all surveys. The first two digits identify the Federal Information Processing Standards (FIPS) state code and, in most cases, the last three digits identify the FIPS county code. For Maui County, Hawaii, and some areas in the New England states, the Census Bureau defined sample areas by minor civil divisions (MCDs). In those areas, we assigned a pseudo or phony county code for the last three digits of the Field PSU number.

**Example 1:** Field PSU 32003**Example 2:** Field PSU 51650

In Example 2, the FIPS county code identifies an independent city.

**Example 3: Field PSU 44989**

For administrative reasons, all SIPP permit segments in Los Angeles County, California, will be assigned to field PSU 06999, not Field PSU 06037. However, the PALs and the Permit Sketch Maps (Form 11-187) will still show Field PSU 06037.

**Segment Number**

All surveys will use a *four-digit* segment number. Each segment number will be unique within survey and Field PSU.

The following table explains how segment numbers are assigned by survey:

Survey	Segment Number Description										
AHS-MS	<p>Segment numbers are selected from the following approximate number ranges by segment type:</p> <table> <tr> <td>0001 - 3549</td><td><b>(Permit)</b></td></tr> <tr> <td>3550 - 3599</td><td><b>(Not Used)</b></td></tr> <tr> <td>3600 - 3649</td><td><b>(GQ)</b></td></tr> <tr> <td>3650 - 3899</td><td><b>(Area)</b></td></tr> <tr> <td>3900 - 9999</td><td><b>(Unit)</b></td></tr> </table>	0001 - 3549	<b>(Permit)</b>	3550 - 3599	<b>(Not Used)</b>	3600 - 3649	<b>(GQ)</b>	3650 - 3899	<b>(Area)</b>	3900 - 9999	<b>(Unit)</b>
0001 - 3549	<b>(Permit)</b>										
3550 - 3599	<b>(Not Used)</b>										
3600 - 3649	<b>(GQ)</b>										
3650 - 3899	<b>(Area)</b>										
3900 - 9999	<b>(Unit)</b>										

*(Table continues on next page.)*

Survey	Segment Number Description
CED	<p>The <i>first digit</i> will be one of the following based on segment type:</p> <p>4    <b>(Unit)</b>    <i>Last three digits</i> will range between 500-999.</p> <p>5    <b>(GQ)</b>    <i>Last three digits</i> will range between 500-999.</p> <p>7    <b>(Area)</b>    <i>Last three digits</i> will range between 500-999.</p> <p>9    <b>(Unit)</b>    <i>Last three digits</i> will range between 001-499.</p>
CEQ	<p>The <i>first digit</i> identifies the panel (1-3). The <i>second digit</i> identifies the rotation (1-4). The <i>last two digits</i> are assigned from the following number ranges by segment type:</p> <p>01 - 49        <b>(Permit)</b>  50 - 54        <b>(Not Used)</b>  55 - 59        <b>(GQ)</b>  60 - 69        <b>(Area)</b>  70 - 99        <b>(Unit)</b></p>
CPS	<p>The first digit identifies the rotation (1-8). The last three digits are assigned from the following number ranges by segment type:</p> <p>01 - 49        <b>(Permit)</b>  50 - 54        <b>(Not Used)</b>  55 - 59        <b>(GQ)</b>  60 - 69        <b>(Area)</b>  70 - 99        <b>(Unit)</b></p>

(Table continues on next page.)

Survey	Segment Number Description
NHIS	<p>The <i>first digit</i> identifies the quarter (1-4). The <i>last three digits</i> are assigned from the following number ranges by segment type:</p> <p>001 - 499      <b>(Permit)</b>  500 - 999      <b>(Area)</b></p>
NCVS	<p>The <i>first digit</i> identifies the panel (1-6). The <i>second digit</i> identifies the rotation (1-6). The <i>last two digits</i> are assigned from the following number ranges by segment type:</p> <p>01 - 49      <b>(Permit)</b>  50 - 54      <b>(Not Used)</b>  55 - 59      <b>(GQ)</b>  60 - 69      <b>(Area)</b>  70 - 99      <b>(Unit)</b></p>
RENT	<p>The <i>first digit</i> identifies the panel number (1-6). The <i>last three digits</i> can range between 001 and 499. This survey only uses permit segments.</p>
SIPP	<p>The <i>first digit</i> identifies the rotation (1-4). The <i>last three digits</i> are assigned from the following number ranges by segment type:</p> <p>001 - 499      <b>(Permit)</b>  500 - 549      <b>(Not Used)</b>  550 - 599      <b>(GQ)</b>  600 - 699      <b>(Area)</b>  700 - 999      <b>(Unit)</b></p>

## Segment Number Suffix

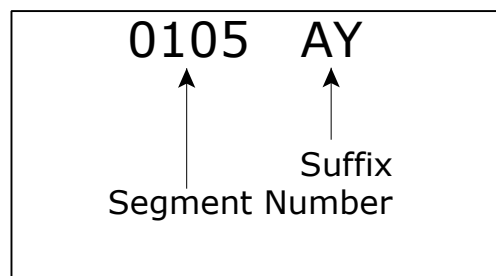
Sometimes a segment must be divided into more than one segment folder, because the land areas are not adjacent to one another. In these situations, we assign segment number suffixes to the folders (the segment number itself stays the same) for the following segment types:

-  Area
-  Permit
-  GQ

We do not assign segment suffixes to unit segments. However, an RO may decide to assign their own segment suffixes.

A segment suffix could be one or two alphabetic characters.

**Example 1:** Segment Number 0105AY



The following letters from the alphabet are not used as suffixes because they can be mistaken for other numbers: I, O, P, Q, S, U, and Z.

### *Assigning Segment Suffixes*

**For Area and G Segments** – Segment suffixes are assigned based on the lowest numbered sample designation in a block/combined block/ sub-block for that segment.

**For Permit Segments** – Segment suffixes are assigned based on the first sample designation (or unit within sample designation) in the segment folder. Suffixes can change when one or more of the following conditions change:

- Permit year/month
- Building Permit Office (BPO)
- Zone Improvement Plan (ZIP) code
- Urban/rural status within a ZIP code

**For Unit Segments** – When an RO determines that a segment suffix is needed for a unit segment, the RO may decide to assign a suffix(es) and split one segment folder into two or more.

### **Serial Number**

For all segments, original serial numbers are assigned by computer before you receive your assignment. Each serial number is assigned within segment number and sample designation.

Serial numbers are two-digit and, in most cases, range between 01 and 16. An exception is:



AHS-MS (Permit segments) - Serial numbers will range between 50 and 99



NHIS (Area segments) - Serial numbers will range between 01 and 32.

**Serial Number Suffix**

Your RO assigns one-character serial number suffixes (A, B, C, and so forth) when:

- Units are added in a permit or unit segment or
- EXTRA units are found while interviewing in any type of segment.

Your RO will not use the following letters as serial number suffixes: I, O, P, Q, S, U, and Z.

For CAPI surveys, the laptop computer will assign suffixes for EXTRA units and additional units.

**Sample Designation**

Sample designations are three characters, except for some segments in CPS and area segments in NHIS that use four-character sample designations. The following table describes the makeup of sample designations by survey:

Sample Designations by Survey			
Survey	1st Character	2nd & 3rd Characters	Fourth Character
AHS-MS	F	09 - For '90 Design	Not applicable
CED	D	18 - 30	Not applicable
CEQ	Q	19 - 32	Not applicable
CPS	A	62 - 80	A - B (only for area segments in part of Alaska)
NHIS	Y	95 - 99, 00 - 06	A - D (only for area segments)
NCVS	J	18 - 24	Not applicable
RENT	R	02	Not applicable
SIPP	S	15 - 30	Not applicable



## APPENDIX J

### Multiple Segments at the Same Basic Address

#### Description

A basic address may contain two or more segments for the same survey. The segments could have the same or different sample dates. This will occur infrequently in unit and permit segments for AHS-M, NCVS, and SIPP.

#### Identical Addresses in Permit Segments

If you are assigned an identical address after the initial listing, you will receive a photocopy of the initial listing sheet.

If an assigned address was in an earlier segment or survey, you will receive a new listing sheet for the current sample segment on which you are working and you will see *“Also in: survey acronym, sample designation, segment number”* in the Footnotes section. If you see the *“Also in:...”* note in the Footnotes section of the listing sheet, do not verify the accuracy of the listing, unless your RO directs you to verify it.

<b>FORM 11-3</b> U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RO <b>21</b>	PSU <b>23005</b>	Segment and suffix <b>1301</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>2</b>	
Address <b>1201 ABBOTT ROAD</b>				Permit office name <b>CAPE ELIZABETH TOWN</b>			
Post office name <b>CAPE ELIZABETH</b>	State <b>23</b>	ZIP Code <b>24705</b>	Urban or rural <b>RURAL</b>	Permit date of issue			PAL sequence number <b>68046134/2</b>
				Year <b>2001</b>	Month <b>08</b>	Day <b>24</b>	
County <b>005</b>				Permit number (or BSAID or SPID/GQID) <b>7601</b>			Combined address <b>NO</b>
PAL keyed remarks <b>Kelley &amp; Sons Construction</b>							
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)	
1	Apt. A			Q26	01		
2	Apt. B			Q26	02		
Footnotes							
<i>Also in: SIPP, Q12, 7603</i>							

Example of a Unit/Permit Listing Sheet for an Identical Address in a Permit Segment.

### Identical Addresses in Unit Segments

Check the Footnotes section of the MULA. If the assigned address was in an earlier segment or survey, you will see *"ALSO IN:"* along with a survey acronym, sample designation, segment number and suffix. This is the identical address information, or the information is for other survey(s) and segment(s) that have sample at this address.

If you see the *"ALSO IN:"* note in the Footnotes section of the MULA, you should also receive a photocopy of the MULA for that segment. If the address was completely relisted during an earlier visit, and the FR did not have enough room to relist directly on the MULA, you may receive a copy of the relisting done on a Unit/Permit Listing Sheet. If changes were made during an earlier visit to the address, note them on your MULA and change any information for units in your current assignment.

FORM 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey				
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units					
								Address			State	County			
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)								
1															
2															
3															
4															
5															
6															
Footnotes								Contact person							
Also in SIPP S04 2997								Title							
								Telephone number							
								FR code							
								FR initials							
								Month/Year							
BSAID ESD								Date printed Sheet 1 of 1 Sheet							

Example of a Multi-Unit Listing Aid (MULA) for an Identical Address in a Unit Segment.

## APPENDIX K

### UNIT SEGMENT SINGLE UNIT RESOURCE CARD

EXTRAS	
If ...	Then ...
You find two or more living quarters at the assigned current sample single-unit address	Go through the Table X questions in your CAPI or PAPI interview instrument. Proceed with A, B, or C.
A. There is only one housing unit	Interview using the interview record assigned to you.
B. There are two housing units	Interview both. See CAPI or PAPI procedure below. List the two housing units on a Form 11-3, Unit/Permit Listing Sheet as instructed below.
C. There are more than two housing units	Contact your RO and provide detailed information about the housing units found at the address. Your RO will contact NPC who will research whether the EXTRA housing units were enumerated in Census 2000 and thus had a chance of selection for the 2000 design. Your RO will tell you to list and interview only those units that were not enumerated in Census 2000 and do not have a chance of selection for the 2000 design, except as EXTRAs. List the housing units on a Form 11-3, Unit/Permit Listing Sheet as instructed below.
You are interviewing for a CAPI survey	For the parent unit use the interview record assigned to you, entering the unit designation for the unit. An interview record for each EXTRA unit, including serial number with the appropriate alpha suffix and the unit designation, is automatically spawned after going through Table X and exiting the parent case.
You are interviewing for a PAPI survey	For the parent unit use the control card/questionnaire assigned to you, entering the unit designation for the unit. For each EXTRA unit prepare a control card/questionnaire, and enter the unit designation. Your RO assigns the serial number with the appropriate alpha suffix.
You need to prepare a Unit/Permit Listing Sheet, Form 11-3, and list the parent and EXTRA units on it	<ul style="list-style-type: none"> <li>- In the heading enter the RO, PSU, Segment and suffix, Survey name, Type of Segment (Unit), Expected number of units (1), Address, Post office name (Place), State ZIP Code, and County (name). Copy this information from the CAPI instrument or the control card label.</li> <li>- On Line No. 1 in column (2) enter the unit designation or apartment number of the <i>parent</i> unit. Enter the sample designation and serial number in columns (3) and (4) by copying from the CAPI instrument or PAPI control card. In the Remarks column (5) enter "parent unit."</li> <li>- Fill a line for each EXTRA, starting with Line No. 2. Enter the unit designation or apartment in column (2). Enter the sample designation in column (3). Enter the serial number and suffix in column (4). If you don't know the serial number and suffix for the EXTRA unit, leave column (4) blank for your RO to fill. Enter "EXTRA unit" in the Remarks column (5).</li> </ul>

**Mergers**

<b>If ...</b>	<b>Then ...</b>
You find the assigned current sample single-unit has merged with:	
1. Another single-unit not in the current sample and uses the same assigned single-unit address	1. Interview the resulting merged unit.
2. Another single-unit not in the current sample and uses a different address than the assigned current sample single-unit address	2. Contact your RO and provide detailed information about the merger. Your RO will research whether the new address was enumerated in Census 2000 and thus had a chance for selection for the 2000 design. If not, then you will be instructed to interview the resulting merged unit. If so, then you will be instructed to Type C the resulting merged unit.
3. Another single-unit in the current sample and uses the same address as one of the current sample units	3. Interview the merged unit using the interview instrument with the assigned current sample address. Type C the merged unit that no longer uses an assigned current sample address.
4. Another single-unit in the current sample and uses a different address than either of the merged units' assigned current sample single-unit address	4. Contact your RO and provide detailed information about the merger. Your RO will research whether the new address was enumerated in Census 2000 and thus had a chance for selection for the 2000 design. If not, then you will be instructed to interview the resulting merged unit, correct the address on one of the assigned interview instruments, and Type C the other. If so, then you will be instructed to Type C both assigned interview instruments.

**Mobile Homes**

<b>If ...</b>	<b>Then ...</b>
You find the assigned current sample single-unit address is a <i>mobile home in a mobile home park</i> .	Interview the mobile home only.
You find the assigned current sample single-unit address is an <i>entire mobile home park</i> .	Follow the procedures for EXTRAs when you find more than two housing units at an assigned current sample single unit address.

Replacements	
If ...	Then ...
You find the assigned current sample single-unit address has been replaced by:	
1. A non-structure such as a mobile home, trailer, or tent, or by a structure built before April 1, 2000, and uses the same address as the assigned current sample single-unit address	1. Interview the replacement unit.
2. A non-structure such as a mobile home, trailer, or tent, or by a structure built before April 1, 2000, and uses a different address than the assigned current sample single-unit address	2. Contact your RO and provide detailed information about the replacement. Your RO will research whether the new address was enumerated in Census 2000 and thus had a chance for selection for the 2000 design. If not, then you will be instructed to interview the replacement. If so, then you will be instructed to Type C the replacement.
3. A new structure built after April 1, 2000, regardless of the address	3. Type C the replacement as built after April 1, 2000.
	<p>Provide an INTER-COMM or CAPI e-mail message with the following information:</p> <ul style="list-style-type: none"> <li>- Date discovered.</li> <li>- Explanation of what happened to the original structure.</li> <li>- The new address if different from the assigned address.</li> <li>- The type of replacement, that is, single-unit, multi-unit, GQ, and so forth.</li> <li>- Number of units if a multi-unit.</li> <li>- Month and year of construction (inquire).</li> </ul>

Non-interviews	
If ...	Then ...
<p>You find the assigned current sample single-unit address:</p> <ul style="list-style-type: none"> <li>- Has been demolished.</li> <li>- Has been converted to permanent non-residential use.</li> <li>- Has been converted to temporary non-residential use.</li> <li>- Is an empty trailer site.</li> <li>- Never existed.</li> </ul>	<ul style="list-style-type: none"> <li>- Classify as a Type C Non-interview any sample unit with a permanent change (like a demolished unit).</li> <li>- Classify as a Type B Non-interview any sample unit with a temporary change (such as a temporary conversion to storage or an unused trailer park site).</li> </ul>

## APPENDIX L

### UNIT SEGMENT MULTI-UNIT RESOURCE CARD

If...	Then...
The expected number of units is 2 - 4	<ul style="list-style-type: none"> <li>• Resolve all missing and duplicate unit designations</li> <li>• Verify the number of units</li> <li>• Check all unit designations</li> <li>• If you find more than twice the expected number of units, call your RO.</li> <li>• Add, delete or change unit designations to make the MULA accurate. (See module 2.4 for detailed information about adding and deleting units.)</li> <li>• Call your RO if the number of units in your current sample is more than the survey cutoff.</li> </ul>
The expected number of units is greater than 4.	<ul style="list-style-type: none"> <li>• There is no need to verify the number of units for these addresses.</li> <li>• Resolve missing or duplicate unit designations only if required.</li> <li>• Locate and interview current sample units. Do not add any additional units unless you need to relist the address and find more units than expected. Just find the current sample units and interview.</li> </ul>
There are missing or duplicate unit designations	<p>Resolve them for all addresses with 2 - 4 units.</p> <p>Resolve them for larger addresses only if there is a note in the footnotes section of the MULA instructing you to do so.</p> <p>For these cases, you may receive locator information. If we have additional information about units with missing or duplicate designations, such as mapspot numbers or physical descriptions, you will receive it with your materials.</p>
You are unable to locate a unit in your current sample.	<p>Attempt to determine what happened to the unit. Talk to the building manager or a knowledgeable resident. Use the 'Unit Segment Helpful Checklist Card for Multi-Unit Addresses' to identify possible resolutions.</p>

If...	Then...																
The number of current sample units is more than the survey cutoff	<p>Call your RO. Survey cutoffs for the Unit Frame are:</p> <table> <tr><td>AHS-MS</td><td>6</td></tr> <tr><td>AHS-N</td><td>6</td></tr> <tr><td>CED</td><td>8</td></tr> <tr><td>CEQ</td><td>8</td></tr> <tr><td>CPS</td><td>15</td></tr> <tr><td>NCVS</td><td>15</td></tr> <tr><td>SCHIP</td><td>15</td></tr> <tr><td>SIPP</td><td>8</td></tr> </table>	AHS-MS	6	AHS-N	6	CED	8	CEQ	8	CPS	15	NCVS	15	SCHIP	15	SIPP	8
AHS-MS	6																
AHS-N	6																
CED	8																
CEQ	8																
CPS	15																
NCVS	15																
SCHIP	15																
SIPP	8																
The unit designations were renumbered	<ul style="list-style-type: none"> <li>• If there is a 1-to-1 correspondence between old and new unit designations, cross out old designations and write in the new ones.</li> <li>• Otherwise, relist on the MULA (or Unit/Permit Listing Sheet).</li> </ul>																
You need to relist the address	<ul style="list-style-type: none"> <li>• Draw a line through each old unit designation. Relist the units on the MULA, starting on line 1.</li> <li>• If you cannot relist neatly on the MULA, use a blank Unit/Permit Listing Sheet. Transcribe the sampling pattern and address information onto the Unit/Permit Listing Sheet.</li> <li>• Call your RO if you find more than twice the expected number of units. (Most likely, some of these units already had a chance of selection, and you will not need to add them all to your listing.)</li> <li>• Interview all units falling on current sample lines. Type C any units on sample lines that are now blank, and write 'delete' on any non-sample line that is now blank. If any Additional units fall on current sample lines, add them to your assignment.</li> </ul> <p>If you need detailed relisting directions, see module 2.4.</p>																
<p>You find the assigned current sample unit:</p> <ul style="list-style-type: none"> <li>– Has been demolished.</li> <li>– Has been converted to permanent non-residential use.</li> <li>– Has been converted to temporary non-residential use.</li> <li>– Is an empty trailer site.</li> <li>– Never existed.</li> </ul>	<ul style="list-style-type: none"> <li>– Classify as a Type C Non-interview any sample unit with a permanent change (like a demolished unit).</li> <li>– Classify as a Type B Non-interview any sample unit with a temporary change (such as a temporary conversion to storage or an unused trailer park site)</li> </ul> <p>In every case, note the type of change in the footnotes section of the MULA</p>																
There is an asterisk (*) before the address on the MULA	Some of the units originally carried a slightly different version of the address than is shown on the MULA. If you cannot find the address, call your RO for information about other versions of the address.																

If...	Then...
You find a single unit where you expect a multi-unit address	<ul style="list-style-type: none"> <li>– Carefully canvass the area to make sure you have not missed any units. Go through the questions on the 'Helpful Checklist Card' to identify possible solutions.</li> <li>– If there is an * before the address on the MULA, check with your RO for more information about the address.</li> <li>– If your RO has no additional information, list the single unit on the first line of the MULA and cross out all other unit designations.</li> <li>– Enter 'Type C' on any sample line with a deleted unit designation, and 'delete' on any non-sample line that is no longer used.</li> <li>– Write a note in the Footnotes section of the MULA explaining the discovery.</li> </ul>
You find a Mobile Home park where you expect a multi-unit address	<p>Follow the same directions as you would for a regular multi-unit structure:</p> <ul style="list-style-type: none"> <li>– If there are 2 - 4 units on the MULA, check all unit designations, add, delete or change any unit designations to make the MULA correct, and interview.</li> <li>– If there are more than 4 units listed, find the units in your current sample and interview.</li> </ul> <p>If you need to relist, restrict your list to the block the original address was in. You can get block boundary information from the ALMI or from your RO.</p>
You find a GQ where you expect a multi-unit address	<p>Interview the units if they are embedded housing units within the GQ, such as a dorm director's apartment.</p> <p>If the units on the MULA are occupied by residents of the GQ, do not interview them. Assign a Type C Non-interview code to each of your current sample units at the address.</p>
The multi-unit address describes a transient location	<p>Transient locations (like campgrounds and marinas) found in Unit Segments will be treated as regular housing units. Treat them as regular multi-unit addresses. Find the units in your current sample and interview. If you must relist, include all units at the address in your list, even those currently unoccupied or occupied by temporary residents.</p>
A current sample unit split into multiple units	<p>Interview all the resulting units. Treat one of the units as the parent unit and add the others as EXTRA units.</p>



## APPENDIX M

### UNIT SEGMENT HELPFUL CHECKLIST CARD

**When trying to resolve problems with units in Multi-Unit addresses, question a knowledgeable person about the following possible situations:**

If...	Then...
Units have been renumbered or completely reconfigured	Draw a line through each incorrect unit designation on the MULA and enter the correct designation next to it.
Units have been converted to business or storage	<ul style="list-style-type: none"> <li>• Draw a line through the affected unit designations.</li> <li>• Write "delete" next to the unit if it is not in sample for any survey.</li> <li>• Write "Type C" next to each affected sample unit if the conversion is permanent.</li> <li>• Write "Type B" next to each affected unit if the conversion is temporary.</li> </ul> <p>Add a note to the Footnotes section of the MULA, giving the affected line numbers and saying "converted to business (or storage)."</p>
Units have merged	See Module 2.5 for detailed instructions for mergers.
Units were demolished or condemned	<p>Draw a line through each affected unit designation. Write "delete" next to each non-sample unit and "Type C" next to each sample unit.</p> <p>Add a note to the Footnotes section of the MULA, giving the affected line numbers and saying "demolished (or condemned)."</p>
Mobile homes have been removed and not replaced	<p>Draw a line through each affected unit designation. Write "delete" next to each non-sample unit and "Type B" next to each sample unit.</p> <p>Add a note to the Footnotes section of the MULA, giving the affected line numbers and saying "unoccupied site(s)."</p>
An address was replaced by a permanent structure built after April 1, 2000	<p>In the Footnotes section of the MULA, write "Type C entire address—Structure Replaced by New Structure since 4/1/2000."</p> <p>This does not apply to trailers, mobile homes, and other <i>non-structures</i>.</p>

## what does

# That Word mean?

**Additional units** – are found in unit and permit segments when you do a complete relisting of a multi-unit and find more units than originally expected.

**AHS-MS** – American Housing Survey - Metropolitan Survey. Conducted biennially in even-numbered years. Forty-one metropolitan areas are divided into three groups with a group rotating into sample every six years. Sample size is about 4,800 HUs per metro area. The purpose is to provide a current and continuous series of data on selected housing and demographic characteristics. The sponsor is the Department of Housing and Urban Development (HUD).

**AHS-N** – American Housing Survey-National Survey. Conducted biennially in odd-numbered years over a 4-month period, usually August through November. The sample size varies nationally. The purpose is to provide a current and continuous series of data on selected housing and demographic characteristics. The sponsor is the Department of Housing and Urban Development (HUD).

**ALMI** – Automated Listing and Mapping Instrument. A software package that FRs use on their laptops to list or update assigned blocks.

**Area segment** – a land area with well-defined boundaries, such as streets, rivers, mountain ridge lines, railroad tracks, and so forth.

**Block maps** – maps that show a single census block and the location of all streets, landmarks, and map spots within the block.

**Boarding house** – a house that provides room and meals to guests who usually pay on a weekly or monthly basis. The proprietor may or may not eat with the boarders. Apply the housing unit criteria to each living quarters.

**BSA** – Basic Street Address identifies one or more structures, one or more units within a single unit structure, or one or more units in part of a structure.

**Bunkhouse** – a housing unit that provides sleeping quarters for workers.

**CAPI** – Computer Assisted Personal Interviewing. An automated application used for interviewing.

**CE** – Consumer Expenditure Surveys. There are two components: the Quarterly Interview Survey and the Diary Survey. The purpose is to provide a current and continuous series of data on consumer expenditures and related characteristics for use in determining the need to revise the Consumer Price Index (CPI), update the weights used to calculate the index, and for use in family expenditure studies and analyses. The sponsor is the Department of Labor's Bureau of Labor Statistics (BLS).



**CED** – Consumer Expenditure Diary Survey. Annual sample size is about 12,500 HUs, each of whom is asked to keep two 1-week diaries recording all purchases. The Diary Survey provides data on those items not covered in detail in the Quarterly Interview Survey. Although the main purpose of the diary is to capture the small everyday type of purchases like food, meals, personal care products, and gasoline, all purchases made by the consumer unit are to be recorded.

**Census tract maps** – maps that show the feature network and all the census blocks within a single tract. The maps will also show a small fringe area (shaded in grey) just outside the tract boundary.

**CEQ** – Consumer Expenditure Quarterly Interview Survey. Annual sample size is about 60,100 HUs, each of whom is visited five times, once per quarter over 13 months. The Quarterly Interview Survey obtains data on large expenditures and those which occur on a fairly regular basis; that is, the types of expenditures that respondents are likely to recall accurately over a 3-month period or for which records are likely to be available.

**Combination boarding and rooming house** – a house where some residents are considered boarders because they pay for their room and meals, while other residents are considered roomers because they pay for their rooms only, but no meals. Apply the housing unit criteria to each living quarters.

**Complete basic street address** – consists of a house number and a street name.

**County maps** – maps that cover the entire county and are designed to help easily locate the segment/block and plan a route of travel.

**Current sample designation** – sample designations assigned to the current interview period.

**CPS** – Current Population Survey. The purpose of this survey is to provide estimates of employment, unemployment, and other characteristics of the general labor force, of the population as a whole, and of various subgroups of the population. The monthly sample size is about 60,000 households in 754 PSUs. Each month's sample is composed of eight panels that rotate on a schedule of 4 months in, 8 months out, 4 months in, so that only one-fourth of the households differ between consecutive months. The sponsor is the Department of Labor's Bureau of Labor Statistics (BLS).

**DAAL** - Demographic Area Address Listing. The automated process for listing and mapping via laptop computer.

**Demographic** – An adjective that describes data as pertaining to the characteristics of the population, such as size, growth, density, distribution, and socio-economic statistics, such as employment, unemployment, income, expenditures, health, crime victimization, and housing.

**Dependent data** – data captured from a previous interview period that is used as input for the current interview period.

**Direct access** – separate living quarters have direct access when an occupant can either: (1) Enter the living quarters directly from the outside of the structure, or (2) Enter the living quarters from a common hall or lobby that is used by occupants of more than one unit. The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

**DSMD** – Demographic Statistical Methods Division.

**Embedded housing unit** – a living quarters within a GQ that has direct access and its occupant(s) or intended occupant(s) live separately from the residents of the GQ.

**EXTRA unit** – A unit that is discovered during an interview or when asking the household coverage questions. The unit would not have a chance of being selected for sample, and it is within the same structure as the sample unit selected for interview.

**FR** – Field Representative.

**Freestanding housing unit** – a HU associated with a GQ, but physically separate from the GQ. Both the freestanding HU and the GQ are part of the same special place.

**GAIL** – GQ Automated Instrument for Listing. A software package that FRs use on their laptops to list and update GQs.

**Geocode** – identifies the tract and block, determined by matching the address to a Census Bureau file, where the address is most likely located.

**GQ contact person** – someone who is knowledgeable about the GQ, its residents, and register, if any, and supervises or in some way maintains the orderly functioning of the GQ and its residents. Possible contact persons include managers, nurses, guards, administrative personnel, and custodians. In rare instances a contact person may be a longtime resident of the GQ.

**GQ segment** – comprised of one or more GQs that were identified in the same Census 2000 blocks screened to be in the unit frame.

**Group Quarters (GQ)** – a type of living quarters where the residents share common facilities or receive authorized care or custody. A GQ is not a housing unit by definition. There are three categories of GQs— institutional, non-institutional, and military housing.

**Hotel** – If contracted by a local government or other organization to house the homeless, it is treated as a GQ Type 701 (homeless shelter). Otherwise, it is treated as a GQ Type 908 or a place with one or more HUs, that rents rooms or suites to transient or permanent guests. The rent paid by guests usually covers linens, maid, and desk service.

**Household coverage questions** – a series of questions printed on the control card, or included in the CAPI instrument, to verify or determine if an EXTRA unit meets the definition of a housing unit.

**HU** – Housing unit. A house, an apartment, a mobile home or trailer, a group of rooms, or a single room occupied as separate living quarters or, if vacant, intended for occupancy as separate living quarters.

**Identical address** – a basic address for a multi-unit structure that is selected for more than one survey.

**Incomplete basic street address** – an address that is missing either a house number or a street name.

**Inn** – See Hotel.

**Institutional GQs** – house people who, in most cases, stay involuntarily and are not allowed (or able) to come and go without receiving permission.

**INTER-COMM** – INTER-Field COMMunication. A paper form (Form 11-36) that is designed for recording problems and questions about any interviewing or coverage procedure or situation.

**Interview sample units** – the process of gathering information and data for current surveys.

**List addresses** – the process of entering the BSA or descriptive information either on paper listing forms or in the laptop computer.

**Living quarters** – are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a nontraditional tent, boat, or container. Living quarters may be occupied or vacant.

**Locate address method** – used when we have obtained addresses that need to be field verified.

**Locate addresses** – the process of finding the place, site, or limits of a basic street address (BSA) and applicable housing unit.

**MAF** – Master Address File. A database containing a record for each HU and GQ in the nation.

**Main entrance** – the entrance of a structure for which the address of the building is given.

**Merger** – a unit that is the result of combining two or more unit addresses to form one unit address. A merger could involve two single family homes or two or more apartments in a multi-unit structure.

**Military GQs** – house active duty armed forces personnel.

**Mobile home** – a type of living quarters originally constructed to be towed on its own chassis. However, a mobile home can also have a permanent foundation and may be connected to utilities.

**Mobile home park** – can consist of five or more mobile home sites under a single ownership or management. A group of mobile homes parked on common property that is operated under a single management or homeowners' association.

**Motel** – See Hotel.

**MULA** – Multi-Unit Listing Aid. A paper form (Form 11-12) that lists the unit designations, as they were recorded in Census 2000, of all the housing units in a multi-unit address of two or more units selected for sample from the unit frame. Missing and duplicate unit designations are flagged as M or D. A MULA is produced separately by survey for each segment at a multi-unit address.

**NCVS** – National Crime Victimization Survey. The purpose of this survey is to provide information on crime victimization from a general population sample. Data are gathered on types and incidence of crime; monetary losses and physical injuries due to crime; characteristics of the victims; and, where appropriate, characteristics of the perpetrator. The survey has a national sample of approximately 56,000 designated addresses located in approximately 658 PSUs throughout the United States. The sample is divided into six parts, each of which is interviewed by telephone or personal visit in a given month and again at 6-month intervals. Sample units are interviewed a total of seven times over a 3-year period before rotating out of the sample. The sponsor is the Bureau of Justice Statistics (BJS) in the Department of Justice.

**NHIS** – National Health Interview Survey.

**Non-institutional GQs** – house people who stay voluntarily and are allowed to come and go without receiving permission or assistance.

**NPA** – Non-permit issuing area. An area that does not require permits to be issued for new construction projects. Blocks are assigned to the area frame.

**PA** – Permit-issuing area. An area that requires building permits to be issued for new construction projects. The area can be a county, incorporated place, city, town, or other governmental entity. Blocks with good addresses are assigned to the unit frame. Blocks with incomplete addresses are assigned to the area frame.

**PAL** – Permit Address Listing. A computer-assisted listing of permit numbers and corresponding addresses that a PAL lister prepares for a Building Permit Office (BPO). Usually a PAL assignment is for all the permits for a particular month. Some PAL assignments are specific permit numbers selected from the Survey of Construction (SOC) which lists permit numbers, but not the corresponding addresses; PAL lists the addresses. For small BPOs without a lot of permit-issuing activity, an assignment may be all the permits for an entire year.

**PAPI** – Paper and Pencil Interviewing. A mode of collecting interview data using a paper questionnaire.

**PSU** – Primary Sampling Unit. Numeric codes used to assist with Field workload assignments. The first two digits are the FIPS State code and the last three digits are the FIPS County code.

**RENT** – Rent and Property Tax Survey. The Census Bureau provides the Bureau of Labor Statistics (BLS) with a sample of housing units built since April 1, 2000 in both permit issuing and non-permit issuing areas. BLS uses this sample to determine changes in the cost of shelter for homeowners and renters. The results are used in the calculation of the Consumer Price Index.



**Replacements** – are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

**Resort** - See Hotel.

**RO** - Regional Office.

**Rooming house** – a house that provides a room to guests who usually pay on a weekly or monthly basis. Rent does not cover meals, but could cover linens and maid service. Apply the housing unit criteria to each living quarters.

**Sample designation** – alpha-numeric code assigned to measures or units to indicate survey and sample.

**Sampling pattern** – the Start with and Take every applied to the units in a measure to determine the sample units.

**Separate living quarters** – those in which the occupants live separately from any other individuals in the building and have direct access from outside the building or through a common hall or lobby.

**SCHIP** - State Children's Health Insurance Program.

**SIPP** – Survey of Income and Program Participation. The purpose of this survey is to collect source and amount of income, labor force information, program participation and eligibility data, and general demographic characteristics to measure the effectiveness of existing Federal, State, and local programs; to estimate future costs and coverage for government programs, such as food stamps;

and to provide improved statistics on the distribution of income in the United States. The survey design is a continuous series of national panels, with sample size ranging from approximately 14,000 to 36,700 interviewed households. The duration of each panel ranges from 2½ years to 4 years. The survey uses a 4-month recall period, with approximately the same number of interviews being conducted in each month of the 4-month period for each wave. The sponsor is the U.S. Census Bureau.

**Special place** – a parent organization that usually owns or operates one or more GQs.

**Split** – occurs when a sample unit splits and forms two different units.

**Structure** – a separate building that either has open space on all sides (no other building is attached to it), or is separate from other structures by a dividing wall that extends from ground to roof.

**Targeting** – is the process of using a variety of information sources, such as local governments, population estimates, USPS mail delivery statistics, and various administrative records, to identify potential areas where new growth is present.

**Update addresses** – the process of correcting, adding, deleting, or modifying sample unit information after verification.

**Update block** – An assignment that requires canvassing a block, matching the residential housing found to a list of addresses for the block from the MAF, and using the ALMI to correct, add, and delete addresses.

**Verify addresses** – the process of confirming basic street address information by visual observation and asking reliable sources; and correcting the information if necessary.

**YMCA** – Young Men’s Christian Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify residences as GQ Type 908.

**YMHA** – Young Men’s Hebrew Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify residences as GQ Type 908.

**YWCA** – Young Women’s Christian Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify residences as GQ Type 908.

**YWHA** – Young Women’s Hebrew Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify residences as GQ Type 908.



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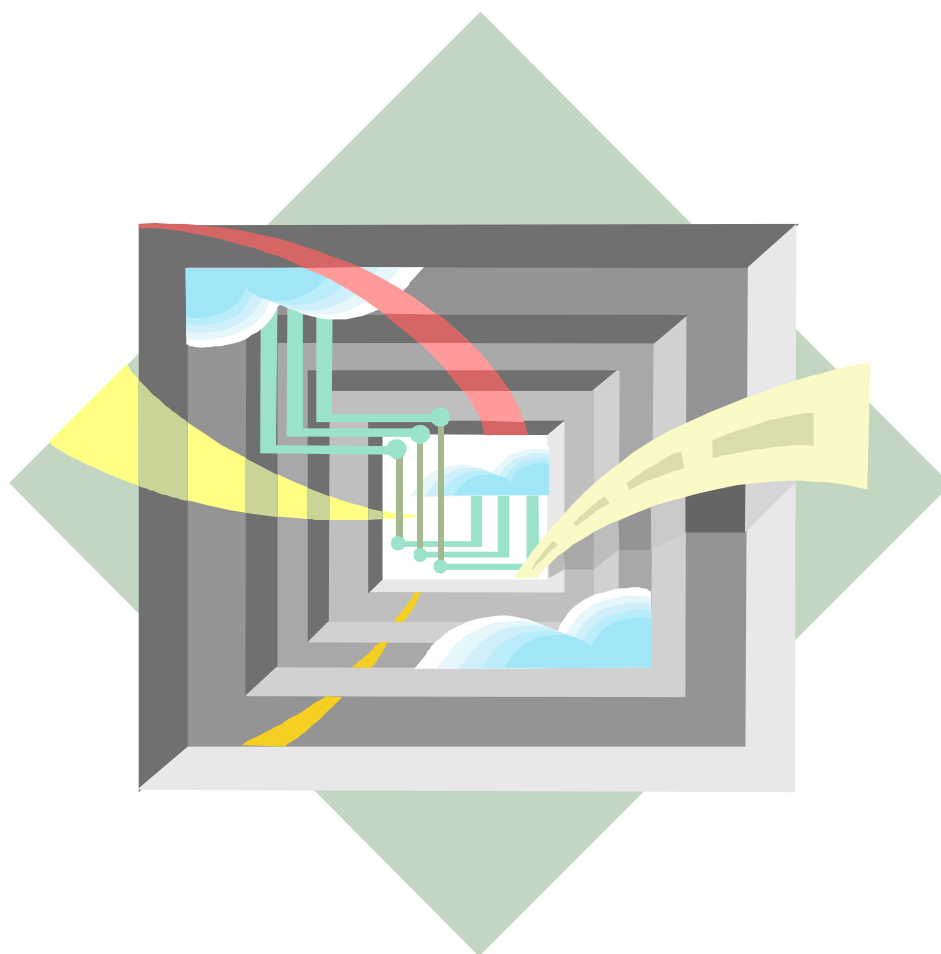
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## Initial Training Self-Study Guide



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## Unit Segments

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## Introduction

---

Objectives for this Lesson:

- # Define the purpose of the self-study guide.
- # Explain how to use the self-study guide.
- # Illustrate how to record the time you spend on the self-study guide.
- # Provide an overview of the sample design process in order to demonstrate how sample units in the unit segment are selected.



## Self-Study Guide

### Purpose of the Self-Study Guide

This self-study guide is intended to:

- # Provide a general overview of unit segment procedures at the time of interview.
- # Introduce common unit segment terms and concepts.
- # Familiarize you with the forms used when working with unit segments.
- # Provide you with a review of what's new for the 2000 design.
- # Provide you with an opportunity to identify any problem areas prior to your first unit assignment.

### How to Use this Self-Study Guide

This self-study guide consists of three lessons that provide:

- # An introduction to unit segment terms, concepts, and procedures.
- # An overview of procedures for handling single and multi-unit addresses, including special interviewing situations.
- # A comprehensive *Final Review Exercise* to help you apply the information presented.

Each lesson incorporates examples and scenarios designed to utilize the information presented. A short review exercise at the end of each section provides immediate feedback as to how well you understand the information.



## Additional Materials

In addition to the self-study guide you will receive the [Form 11-8 Volume I, Current Surveys Listing and Coverage](#) and [Form 11-8 Volume II, Demographic Area Address Listing \(DAAL\)](#) manuals.



Occasionally, the self-study guide refers you to [Form 11-8, Volume I](#) for detailed procedures, definitions, and examples. References to [Form 11-8, Volume I](#) are designated by this symbol so that you may easily recognize that you must refer to specified information.

## Questions

The *Notes and Comments* pages are provided so you can write down any questions you may have while completing this self-study guide. You can discuss your questions in training or with your supervisor.

## Recording Your Time



You will be paid for up to 3 hours for the time you spend on this self-study guide. The form on the last page of the self-study guide provides you with a way to record your time. Your supervisor will furnish you with the project number and operation code to which to charge your time. Illustrated below is an example of how to record your time.

### Example:

Date	Time		Total Time
	Begin	End	
4/10/03	9:30 a.m.	10:30 a.m.	1 hour
4/11/03	1:00 p.m.	1:30 p.m.	30 mins.
04/12/03	4:00 p.m.	5:30 p.m.	1 hour 30 mins.

Total Time = 3 hours 00 minutes



## Sample Design

### Overview

In order to provide Field Representatives (FRs) with their assignments, the U.S. sample population must be organized, sorted, and screened according to varying criteria. This is a part of the process known as *sample redesign*. *Sample redesign* is completed every 10 years and uses the most recent decennial census, which provides the most complete and up-to-date residential and demographic information as of census day, April 1, 2000.



For a detailed look into the sample design process and how it works, see [Module 1.1](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Determining the Unit Frame

From the approximately 8 million blocks in the U.S. frames are determined by two primary criteria:

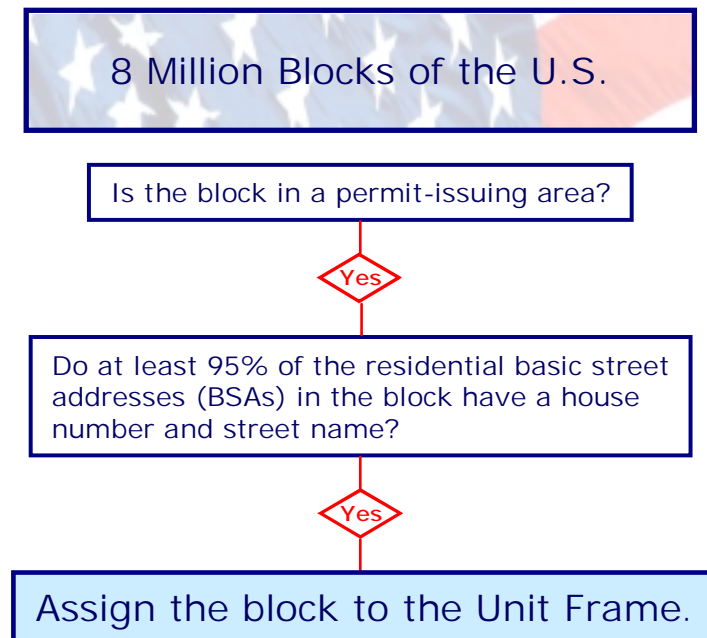
1. Is the block in a permit-issuing area (PA) or a non-permit-issuing area (NPA)?
2. Do at least 95 percent of the residential basic street addresses (BSAs) in the block have a house number and street name, that is a complete address? This is based on the listing of BSAs in the Master Address File (MAF).

Sample units that fall into the Unit Frame meet both of the criteria.



*Example* For example, construction was just completed at Redwood Apartments. If the apartment complex is in a permit-issuing area and all of the apartments have complete addresses, the housing units in the complex would be included in the Unit Frame.

The following diagram (Figure 1) demonstrates how sample units come to be selected for the Unit Frame.



**Figure 1:** Determining the Unit Frame

## Unit Segment Assignments

Once the Unit Frame has been updated, sample units can be selected and assigned to unit segments. Unit segment assignments usually consist of up to four sample units. The sample units may be all single unit houses, in one multi-unit building, or any combination of single and multi-units.

## Current Surveys Conducted

The following demographic surveys have unit segments in their samples:

- # American Housing Survey - Metropolitan Sample (AHS-MS)
- # American Housing Survey - National Sample (AHS-N)
- # Consumer Expenditure Diary Survey (CED)
- # Consumer Expenditure Quarterly Interview Survey (CEQ)
- # Current Population Survey (CPS)
- # National Crime Victimization Survey (NCVS)
- # State Children's Health Insurance Program (SCHIP)
- # Survey of Income and Program Participation (SIPP)

## Two Types of Field Procedures for Collecting Survey Data

As a Field Representative (FR), you are required to perform various automated and non-automated field procedures.

- # *Computer Assisted Personal Interview (CAPI)* interviewing is automated and conducted using the laptop.
- # *Paper and Pencil Interview (PAPI)* interviewing is non-automated and conducted using paper survey forms.



## Basic Field Procedures

There are five basic field procedures (Figure 2). Depending upon which segment you are working with, you may conduct one or more of the procedures. For example, a unit segment assignment may only involve locating and interviewing the address.

- # **Locating Addresses** is the process of finding the place, site, or limits of a basic street address (BSA) and the applicable sample unit.
- # **Verifying Addresses** is the process of confirming BSA information by visual observation, asking reliable sources, and making any necessary changes.
- # **Updating Addresses** is the process of correcting, adding, deleting, or modifying sample unit information after verification.
- # **Listing Addresses** is the process of entering the BSA or descriptive information either on paper, listing forms, or in the laptop computer.
- # **Interviewing Sample Units** is the process of gathering information and data for current surveys.

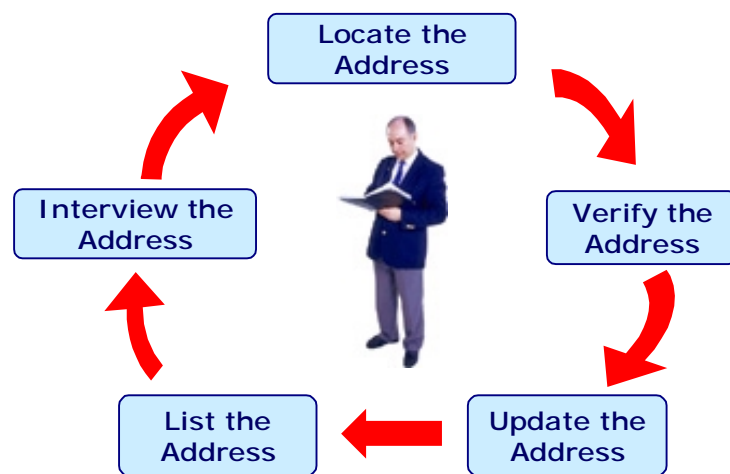


Figure 2: Common Field Procedures\*

\*It is important to note the procedures to be completed are dependent upon the segment assignment.





## Lesson 1: Overview of Unit Segments

Objectives for this Lesson:

- # Define unit segment.
- # Explain why unit segments are used.
- # Provide a list of the resources available for working with unit segments at the time of interview.
- # Introduce commonly used terms and concepts.



## Unit Segments

### What is a Unit Segment?

A *unit segment* can consist of one or more basic addresses selected from the most recent Census files. They are typically found in urban areas and for the most part have complete addresses.

#### Example

A basic street address for an apartment complex could be 300 W. 23<sup>rd</sup> St., New York, NY. Rather than interview all the apartments at the address, you may only interview selected units such as apartments 3B and 6B.

### Why are Unit Segments Used?

Unit segments allow sample designers to sort housing units by their demographic and economic characteristics. This is useful when survey sponsors want to ensure a representative sample of households with specific demographic or economic characteristics.

### Resources Provided for Working with Unit Segments

For each assigned unit segment, you may receive one or more of the following materials to complete your assignment:

- # Segment Folder.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-12, Multi-Unit Listing Aid (MULA).
- # Locator Materials.
- # Automated Listing and Mapping Instrument (ALMI).



## Terms and Concepts

### Structure

A *structure* is a separate building that either has open space on all sides (no other building is attached to it), or is separated from other structures by a dividing wall that extends from ground to roof. A structure can be either residential or commercial and comprised of housing units or group quarters (Figure 1-1).

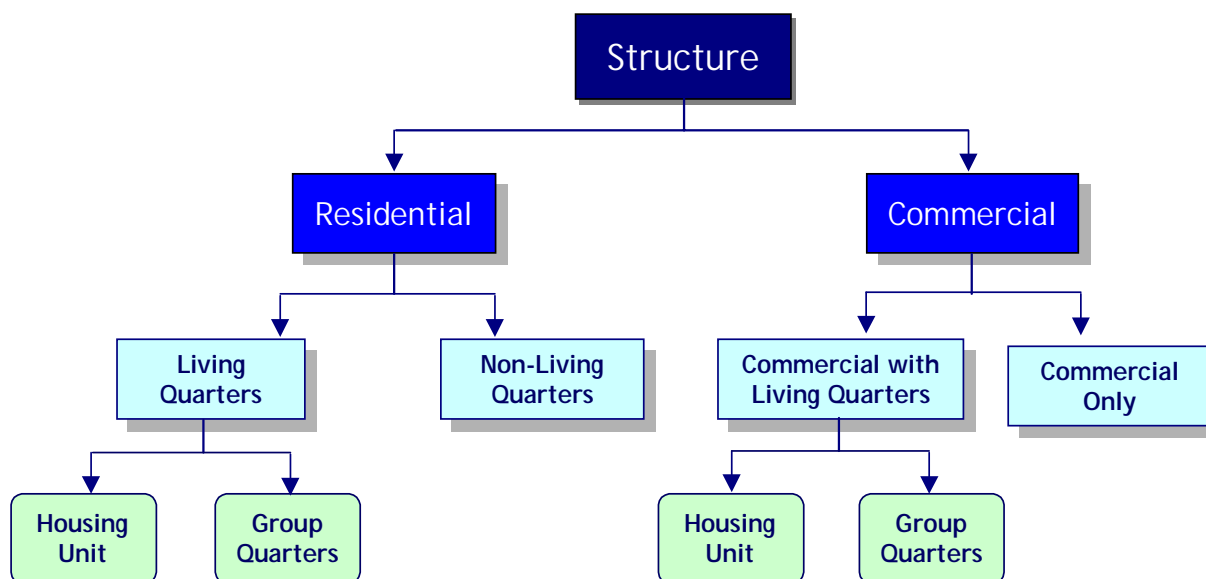


Figure 1-1: Identifying Living Quarters

### Living Quarters

*Living quarters* are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a non-traditional tent, boat, or container. Living quarters are classified as either housing units or group quarters.



### *Housing Unit*

A *housing unit* (HU) is identified as a house, apartment, mobile unit or trailer, a group of rooms, or a single room occupied as separate living quarters. If vacant, the housing unit is intended for occupancy as separate living quarters.

### *Group Quarters*

A *Group Quarters* (GQ) is identified as a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three categories of GQs: institutional, non-institutional, and military.

- # **Institutional GQs** house residents who, in most cases, stay involuntarily and are not allowed (or able) to come and go without receiving permission.
- # **Non-institutional GQs** house residents who stay voluntarily and are allowed to come and go without receiving permission or assistance.
- # **Military GQs** house active duty armed forces personnel on a military installation.

---

Only non-institutional GQs are eligible for interview.

---

### *Similarities Between GQs and HUs*

GQs and HUs have similar characteristics and it can be difficult to distinguish between them. Especially those multi-unit dwellings that are under identifiable management serving persons with a common characteristic.

*Example* Housing for colleges and universities can be classified as GQs and HUs. University provided housing for unmarried students is considered a GQ; however, housing for married only, a combination of married and unmarried, or housing leased by the university is classified as a HU.





**Appendixes F and G** in the **Form 11-8, Volume I, Listing and Coverage** manual provide detailed tables defining the different types of GQs and how to distinguish between GQs and HUs.

**Master Address File (MAF)**

The *MAF* is the Census Bureau's permanent list of addresses for individual living quarters.

**Basic Street Address**

A basic street address (BSA) defines an address for a structure and can be either complete or incomplete.

*Complete BSA*

A *complete basic street address* consists of a house number and a street name and can identify:

- # One or more structures,
- # One or more units within a single structure, or
- # One or more units in part of a structure.

For example, 126A Riverside Dr., Oskaloosa, IA, 52577 is a complete basic street address.



## Incomplete BSA

An *incomplete basic street address* is an address that is missing either a house number or a street name. For example, Riverside Dr., Oskaloosa, IA, 52577 is an incomplete basic street address.

An incomplete basic street address is designated by three asterisks (\*\*\*) in the address field of the MULA (Figure 1-2).

Three asterisks indicate the address is incomplete.

FORM 11-12 (7-20-2001)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		
<b>MULTI-UNIT LISTING AID (MULA)</b>			
Address <div style="border: 1px solid red; display: inline-block; padding: 2px;">***</div> Rock Creek Landing Milford, OH 45150			State  OH

**Figure 1-2:** Identifying an Incomplete Address on the MULA

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 2: Single Unit Address Procedures*.



Lesson 1: Review Exercise

1. What identifies an incomplete basic street address?

---

---

---

2. What are the characteristics of a unit segment?

---

---

---

3. A housing unit can be a part of a commercial structure.

True \_\_\_\_\_ or False \_\_\_\_\_



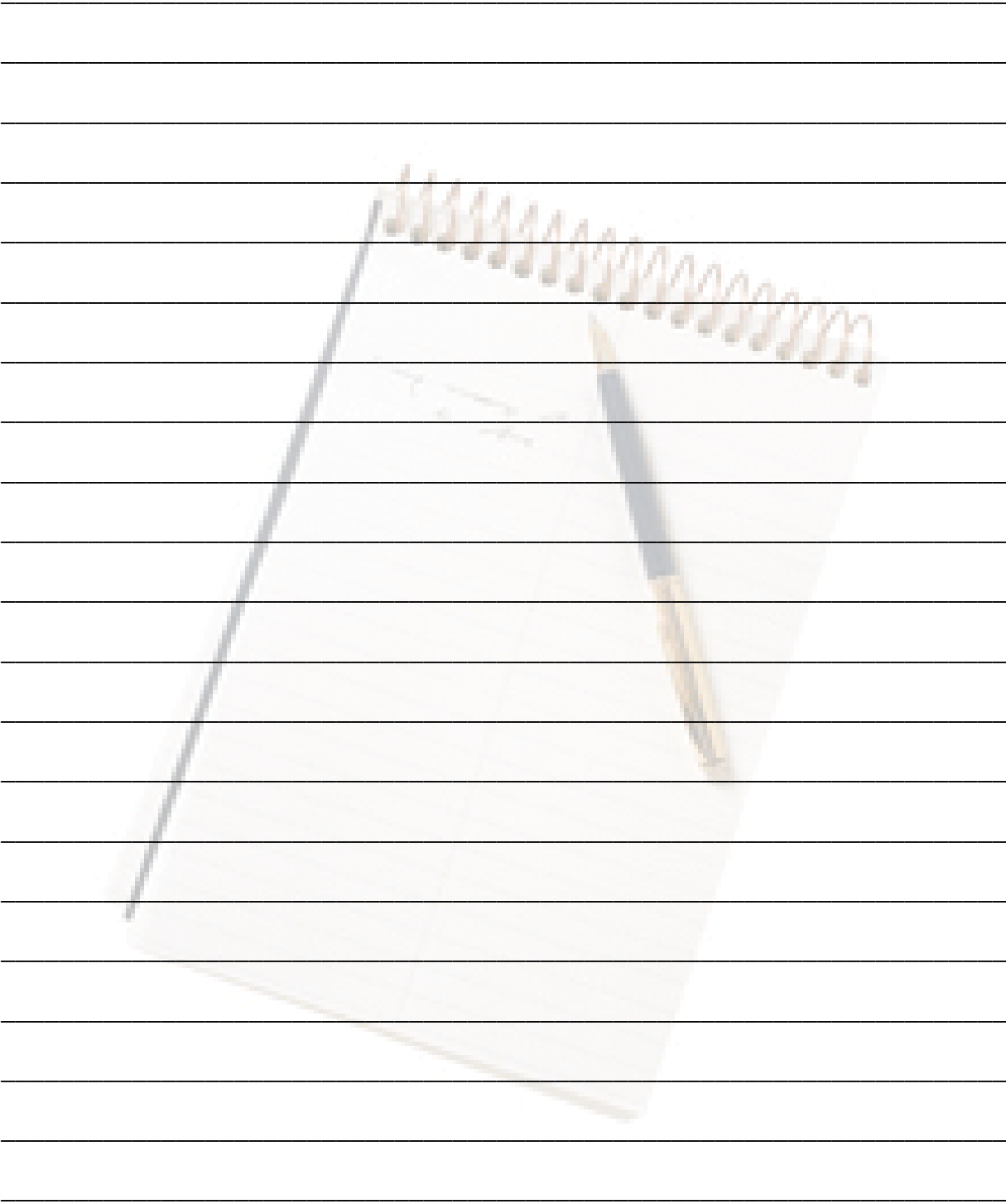
## Lesson 1: Answer Key

1. An **incomplete basic street address** is identified by three asterisks (\*\*\*) in the address field of the 11-2, Multi-Unit Listing Aid (MULA).
2. Common **characteristics of a unit segment** include:
  - # Unit segments are typically located in urban areas.
  - # Unit segments identify specific units, not the structure as a whole.
  - # Unit segments are used to provide a representative sample of households with specific demographics.
3. True, in some instances a **housing unit** may be included in a commercial structure. For example, if there was a store with an apartment overtop.





## Notes and Comments



## Lesson 2: Single Unit Address Procedures

---

Objectives for this Lesson:

- # Identify and define resources available for single unit address assignments.
- # Outline procedures for locating and verifying single unit addresses.
- # Define and outline procedures for special interviewing situations.



## Resources for Working with a Single Unit Address

## Resources

The following resources are available when you are working with single unit addresses in a unit segment:



- # Segment Folder.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** interviews.
- # Locator materials, which may be included to help locate incomplete basic street addresses.

### Additional Resources

- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-36, INTER-COMM.
- # Automated Listing and Mapping Instrument (ALMI).

## Segment Folder

The *segment folder* (Figure 2-1) is provided the first time materials are required.

SEGMENT FOLDER					CPS
DATE					
	MO/YR	MO/YR	MO/YR	MO/YR	
REDUCED					RO SAMPLE ZIP
REINSTATED					PSU ESC TEA
REASSIGNED					SEG# PAN/ROT P/N
					SEGTYPE QTR U/R
					SUR STR SSG
REMARKS					SPECIAL INSTRUCTIONS
					PSU
					SEG

Figure 2-1: Segment Folder

## Laptop Case Management Display and Interview Instrument

The *Laptop Case Management Display* (Figure 2-2) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the sample address and corresponding identification information.

The screenshot displays the 'Case Management' software interface. At the top, it shows 'SURVEY: CEQ' and 'ASSIGNMENT PERIOD: 200110'. Below the menu bar, there is a 'Case Management - Case List' table with columns for Control Number, Address, Place Name/City, Zip, Appointment, Status, Telephone#, and Int #. The table lists several cases, including those in OROVILLE, CHICO, WASHINGTON, and FORT LAUDERDALE.

Below the case list, there is an 'Assignment' section with fields for Control Number (12057 1196 Q20 03 101 00), Int Period (2001/10), Case ID (00000014), and Int # (01). It also includes fields for Conf Refusal (No), Outcome (200), Seq Type (GQ Flag IN), Status, Respondent, Correspondent, Phone #1, Phone #2, Best Time, Best Time Spec, Appointment, Calback, Sunday OK?, and P/T.

The 'ADDRESS' section shows House # (10363), Stcd, Street (CHADBOURNE DR), City (TAMPA), State (FL), and Zip (33624). The 'MAILING' section shows House #, Stcd, Street, and Unit.

Figure 2-2: Case Management Display



## Control Card and Survey Questionnaire

The *control card* (Figure 2-3) and *survey questionnaire* (Figure 2-4) are used when conducting **PAPI** interviews. Each BSA has a control card that displays the sample address and corresponding identification information.

P G M 2	1	SAMPLE	2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet ____, line ____)						
<div>PLACE</div> <div>STATE</div> <div>ZIP CODE</div>						
6b What is your exact address? (Make corrections to address above.) <input type="checkbox"/> Same						
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code						
6d GQ Name						
				Type Code	Sample No.	

Figure 2-3: Control Card

<p><b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.</p>					
BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD					
Sample (cc item 1)	Control number (cc item 2)				HH No. (cc item 3)
	PSU	Segment	CK	Serial	
J _____					

Figure 2-4: Survey Questionnaire



**Locator Materials**

*Locator materials* are provided when there is an incomplete BSA in the sample. Locator materials may include maps, physical descriptions, or Form BC-1718, Incomplete Address Action (Figure 2-5).

FORM BC-1718 (ADP) (04/06/01)				U.S. Department of Commerce Bureau of the Census	
<b>2000 SAMPLE REDESIGN INCOMPLETE ADDRESS LOCATOR ACTIONS</b>					
<b>SECTION I - IDENTIFICATION</b>					
Survey	Sample	County	BSAID	Block	
Sample Data	Tract/BNA	RO	PSU	Segment	
<b>SECTION II – NPC LOCATOR REVIEW/RESULTS</b>					
1. Incomplete Basic Address BEFORE NPC Review:					
Address:					
Post Office:		State:		ZIP:	
2. Address AFTER NPC Review:					
Address:					
Post Office:		State:		ZIP:	
3. 2000 Census Household Name:					
4. Locator Materials NPC is providing Field: <input type="checkbox"/> Printout of Addresses for Entire Block <input type="checkbox"/> Printout of Addresses for Part of Block <input type="checkbox"/> Unit/Permit Listing Sheet for Clerically Combined Multi-Unit					
<b>SECTION III – ACTIONS THE RO/FR MUST PERFORM</b>					
To locate the sample unit: <input type="checkbox"/> Use Locator Materials Enclosed <input type="checkbox"/> Use Single Unit. Complete Address Information in II.2 Above <input type="checkbox"/> Use Multi-Unit Listing Sheet Enclosed <input type="checkbox"/> Use Multi-Unit Listing Sheet, previously sent to you for: <div style="text-align: right;">Sample: Sample Date:</div> <input type="checkbox"/> Other – Specify:					
REMARKS/COMMENTS					

**Figure 2-5: Form BC-1718, Incomplete Address Locator Actions**



## Additional Resources

Form 11-3, Unit/Permit Listing Sheet (Figure 2-6) is used when you need to do a new listing in the field.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO	PSU	Segment and suffix		Survey name	
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment			Expected number of units		
Address				Permit office name					
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number	
					Year	Month	Day		
County				Permit number (or BSAID or SPID/GQID)				Combined address	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)		Remarks (reason and date for change) (5)		
1									
2									
3									
<b>Multi-units</b>				<b>Listed and updated</b>					
Name of Complex				FR Code					
Contact Person				FR initials					
Title				Month/Year					
Telephone number				Total number of units					
Footnotes									
Sheet <u>1</u> of <u>1</u> Sheets									

Figure 2-6: Form 11-3, Unit/Permit Listing Sheet



Form 11-36, *INTER-COMM* (Figure 2-7) provides you with a way to communicate and explain special circumstances to the RO.

Form 11-36 (11-17-99)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field COMMUNICATION</b>	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
f. PSU code		g. Segment number	h. Type segment
See instructions on the reverse of copy 2 or 3.		i. Serial number or other identification	
j. Sample			
<b>Section I</b> STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)			

Figure 2-7: Form 11-36, *INTER-COMM*

*Automated Listing and Mapping Instrument (ALMI)* is a software package provided on your laptop. It is used to display Census county, tract, and block maps to help you locate a sample unit. The ALMI is read-only at time of interview, meaning that you cannot make changes or corrections. Figure 2-8 provides an example of the Census block map.

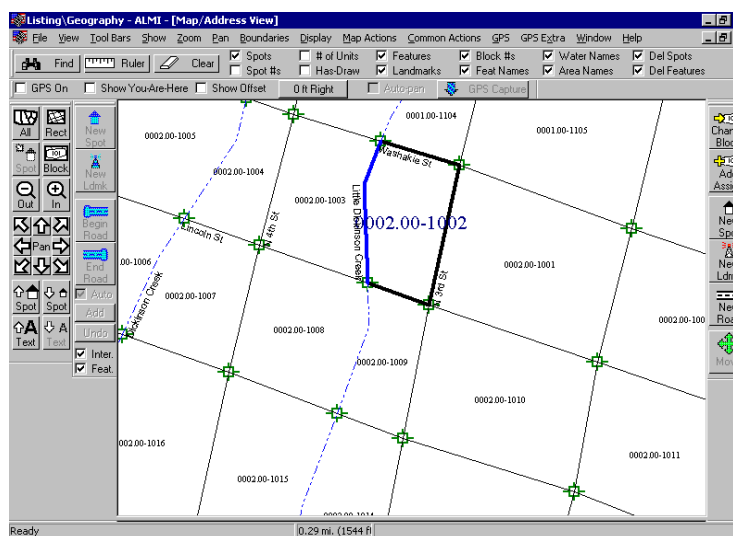


Figure 2-8: Census Block Map





## Single Unit Address Procedures

### Overview

For single unit addresses, your assignment may involve locating and interviewing the single unit addresses.

### Locate the Basic Street Address (BSA)

The basic street address is located on your assignment materials.

For **CAPI** surveys, the address is listed on your Case Management display (Figure 2-9).

Identifying the BSA on the Case Management display screen.

Assignment	HH Roster	Notes	Contacts	History
Control Number: 12057-1196 Q20 03 101 00	Int Period: 2001/10	Case ID: 00000014	Int # 01	
Conf Refusal: No	Outcome: 200	Seq Type:	GQ Flag: IN	
Status:	Respondent:	Correspondent:		
Phone #1:	Phone #2:			
Best Time: 00	Best Time Spec:	Sunday OK?: OK	P/T:	
Appointment: 00/00/0000 00:00	Callback:			
<b>ADDRESS:</b> House # 10363 Sfx: Street: CHADBOURNE DR Unit:				
City: TAMPA State: FL Zip: 33624				
Physical Location:				
<b>MAILING:</b> House # Sfx: Street: Unit:				

Row 14 of 33

**Figure 2-9:** Identifying the BSA on the Case Management Display

For **PAPI** surveys, the address is printed on the control card label or survey questionnaire.

If the address is complete, plan your route and travel to the address. If the address is incomplete, use the locator materials provided to find the address.



### *Trouble Locating the BSA*

If you are having difficulty locating the BSA:

- # Use the locator materials provided for an incomplete basic street address.
- # Ask for help from a knowledgeable person. For example, a real estate agent, letter carrier, taxi driver, local merchant, etc.
- # Try to obtain a current detailed street map.
- # Check for any spelling differences between the street name listed and the street name posted on the street sign or map.
- # Check for possible errors in the transcription.
- # Check for street name changes that may have occurred since the previous listing.



Additional troubleshooting procedures for locating basic street addresses are covered in [Module 2.2](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### *How to Handle an Incorrect Address on the Control Card or Survey Questionnaire*

1. Line-out the incorrect house number or street name on the control card or survey questionnaire.
2. Enter the correct address information above the lined-out address or correct the address in the Case Management display and interview instrument.
3. Prepare an INTER-COMM or **CAPI** email message to your RO explaining the situation.

### **Conduct the Interview**

After verifying that you are at the correct address and the address is a single unit, conduct the interview.



## Single Unit Special Interviewing Situations

### Overview

This section of the lesson is intended to provide you with an overview of special interviewing situations that can occur when interviewing single unit addresses in a unit segment. Detailed definitions and additional step-by-step instructions are covered during your training and in the [Form 11-8, Listing and Coverage, Volume I](#) manual.

### What are EXTRA Units?

EXTRA units:

- # May be discovered by chance during an interview or when asking the household coverage questions.
- # Were not selected for a sample.
- # Use the same house number and street name as the sample unit being interviewed; however, the EXTRA unit does not have to be in the same structure.

#### *Example*

You are conducting an interview at 36 River Rd. and discover that the owner has converted the attic into an apartment; the apartment is considered an EXTRA unit. Table X on the control card or on the Case Management display will help you determine if the apartment is an EXTRA unit.



Detailed procedures for handling different types of EXTRA units are covered in [Module 2.3](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



## Single Unit Address is a Mobile Home in a Mobile Home Park

Occasionally you may encounter a situation where the single unit address is actually a mobile home in a mobile home park.

### *How to Handle a Mobile Home in a Mobile Home Park*

If the single unit address refers to one specific mobile home in a mobile home park, interview that specific mobile home only.

If the single unit address describes the entire mobile home park, follow the procedures for handling more than two units at the single unit address.



#### *Scenario*

You arrive at 1933 East Bayshore Rd. #9 and discover that the address is for West Coast Mobile Home Park. What should you do?



#### *Solution*

1. Contact your RO and explain that the address isn't for a single mobile home, but for an entire mobile home park.
2. Provide the RO with detailed information about the mobile home park, for example, how many mobile homes are in the park including vacant sites, etc.
3. Prepare a new Unit/Permit listing sheet, listing any units that meet the definition of an EXTRA unit.
4. Interview any additional mobile homes as your RO instructs.

## What is a Split?

A *split* occurs when a sample unit splits and forms two different units. For example: Apartment 203 splits and forms 203A and 203B, and apartment 203 no longer exists.

### *How to Handle Single Unit Splits*

A split is handled using the same procedures outlined for EXTRA units.



## What is a Merger?

A *merger* is a unit that is the result of combining two or more unit addresses to form one unit address. It could involve two single family homes, or two or more apartments in a multi-unit structure.

*Example* You are conducting an interview at 67½ Cedar Ln. as the current sample unit and discover that the owner has renovated the duplexes, combining 67½ with 67. If the new unit uses the same address, it is considered a merger.

## How to Handle Single Unit Mergers

If two single units merge and the address is the same as the current sample unit, interview the merged unit.

If two single units merge and the address is different, contact your RO for interviewing instructions.



### Scenario

Windy River Townhouses were bought by new owners who combined two separate townhouses in your sample into one townhouse. How do you handle the situation?



### Solution

1. Correct the information on the listing sheet.
2. Enter the month and year that you discovered the change in the *Footnotes* section of the listing sheet.
3. Prepare an INTER-COMM or **CAPI** email message to your RO to explain the situation.
4. If the address is the same as the current sample unit, interview the merged unit.



## What is a Replacement?

*Replacements* are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

### *Example*

Mr. Jones lived in a mobile home on two acres of land. He built a house in its place and when construction was completed, he sold the mobile home. If the house uses the same address the mobile home used, it is considered a replacement.

## *How to Handle Single Unit Replacements*

If the original structure was replaced by a tent, mobile home, or structure built on or before April 1, 2000, and uses the same address, interview the unit.



If the original structure was replaced by a new structure or was built after April 1, 2000, refer to the detailed procedures in [Module 2.3](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 3: Multi-Unit Address Procedures*.






## Lesson 2: Review Exercise

1. You arrive to conduct an interview at 257B Parkview Ln. and discover the owner tore down the wall separating two apartments in order to create one large apartment. The apartment is now using 255 Parkview Ln. as the address, you should update the listing sheet and complete the interview.

True \_\_\_\_\_ or False \_\_\_\_\_

2. Identify the following form and explain how it is used.

 U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS 	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
 See instructions on the reverse of copy 2 or 3.	i. Serial number or other identification		j. Sample
<b>Section I</b> STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)			

---



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## Test Your Knowledge

### Review Exercise

3. Match the corresponding special interviewing situations with the appropriate definition:
- |                   |  |
|-------------------|--|
| _____ Replacement | A. Fairview Townhouses have been remodeled and a large townhouse is now two townhouses.                                  |
| _____ Split       | B. During an interview, you discover the owner has converted the basement into an apartment for a local college student. |
| _____ Merger      | C. You arrive and discover that where formerly a mobile home was listed; there is now a single-family home.              |
| _____ EXTRA       | D. Cloverleaf Townhouses have been renovated and 202 and 203 were combined into one townhouse.                           |
4. You locate 120 River Dr. and realize that the street name is actually James River Dr. What procedures should you follow?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
5. You have been assigned 206 Riverview Rd. Detail the procedures you should follow to complete the assignment using the space provided on the next page.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



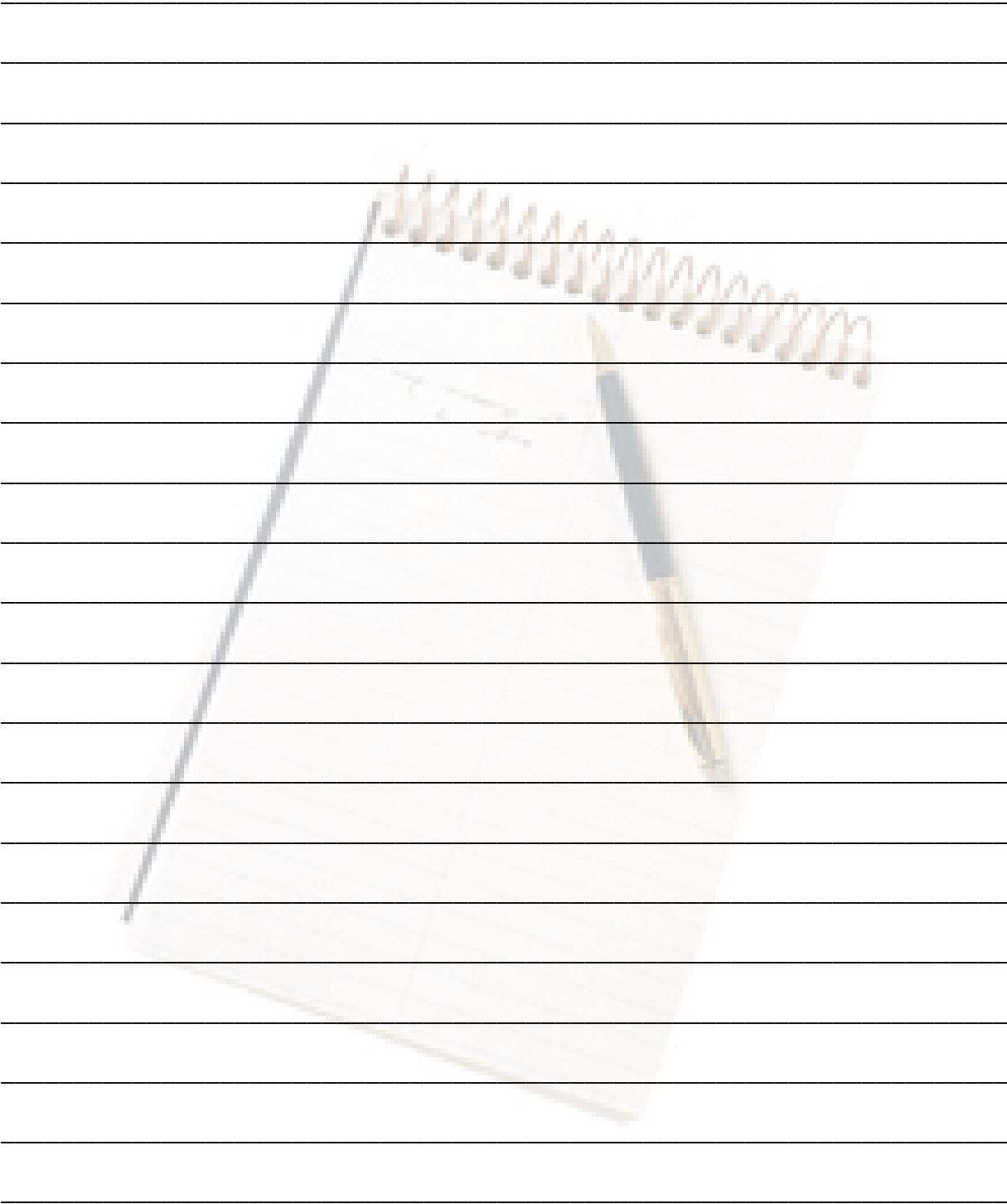


## Lesson 2: Answer Key

1. **False**, you would only proceed with the interview if the address was the same as the originally listed address.
2. The image identifies **Form 11-36, INTER-COMM**. The INTER-COMM provides a way for you to explain or detail special situations to the RO.
3. C **Replacement**  
A **Split**  
D **Merger**  
B **EXTRA**
4. **To complete the assignment:**
  - a. Correct the address.
  - b. Enter **James River Dr.** above.
  - c. Complete the interview.
5. **To complete the assignment:**
  - a. Using the address provided on the control card or survey questionnaire, and local maps, locate the complete basic street address.
  - b. Once the address has been located, verify the exact address and listing with a member of the household.
  - c. Conduct the interview and complete the listing sheet.



## Notes and Comments



## Lesson 3: Multi-Unit Address Procedures

Objectives for this Lesson:

- # Identify and define the resources available for working with multi-unit addresses.
- # Outline the procedures for locating and verifying multi-unit addresses.
- # Describe how to complete the Multi-Unit Listing Aid (MULA).
- # Identify special situations.



## Resources for Working with a Multi-Unit Address

### Resources



- # Segment Folder.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Form 11-12, Multi-Unit Listing Aid (MULA).
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Locator Materials, which may be included to help locate incomplete basic street addresses.

### Additional Resources

- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-36, INTER-COMM.
- # Automated Listing and Mapping Instrument (ALMI).



*Segment Folder*

The *segment folder* (Figure 3-1) is provided the first time materials are required.

SEGMENT FOLDER					CPS
	DATE				
	MO/YR	MO/YR	MO/YR	MO/YR	
REDUCED					RO SAMPLE ZIP PLACE/MCD COUNTY
REINSTATED					PSU ESC TEA
REASSIGNED					SEG# PAN/ROT P/N
REMARKS					SEGTYPE QTR U/R
					SUR STR SSG
					SPECIAL INSTRUCTIONS
					PSU
					SEG

**Figure 3-1: Segment Folder**

*Laptop Case Management Display and Interview Instrument*

The *Laptop Case Management Display* (Figure 3-2) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the sample address and corresponding identification information.

Case Management SURVEY: CEQ ASSIGNMENT PERIOD: 200110

File Edit View Actions Help

F1 Help F2 Interview F3 Next Tab F4 Details F5 Reports F6 Using F7 Notes F8 View F9 Sort F10 Exit F11 Get... F12

**Case Management - Case List**

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
06007 1196 Q19 03 101 00	15 WOODCREST DR	OROVILLE	95965	?	-	-	04	999
06007 1199 Q19 03 101 00	85 RANCHO VISTA DR 51	OROVILLE	95965	?	-	-	05	999
06007 1299 Q19 03 101 00	2731 SAN JOSE ST	CHICO	95926		-	-	01	999
06007 1399 Q19 03 101 00	761 ROBINSON ST	OROVILLE	95965		-	-	01	999
06007 2199 Q19 03 101 00	584 PLUMAS AVE	OROVILLE	95965		-	-	01	999
06007 2297 Q19 03 101 00	1090 COLUMBUS AVE 9	CHICO	95926		-	-	01	999
11001 1199 Q20 03 101 00	5210 E ST SE 4	WASHINGTON	20019		-	-	01	999
11001 2199 Q20 03 101 00	1115 V ST NW	WASHINGTON	20009		-	-	01	999
12011 1197 Q20 03 101 00	3821 ENVIRON BLVD 604	FORT LAUDERDAL	33319		-	-	01	999
12011 1296 Q20 03 101 00	4770 NE 15TH TER	FORT LAUDERDAL	33334		-	-	01	999
12011 1299 Q20 03 101 00	6841 PEMBROKE ROAD 3	HOLLYWOOD	33023		-	-	01	999

**Assignment** HH Roster Notes Contacts History

Control Number: 12057 1196 Q20 03 101 00 Int Period: 2001/10 Case ID: 000000014 Int # 01

Conf Refusal: No Outcome: 200 Seq Type: GQ Flag: IN

Status: Respondent: Correspondent: Phone # (1): Phone # (2):

Best Time: 00 Best Time Spec: Sunday OK? [OK] P/T: [ ]

Appointment: 00/00/0000 00:00 Callback: [ ]

ADDRESS: House #: 10363 Stk: Street: CHADBOURNE DR Unit: City: TAMPA State: FL Zip: 33624

Physical Location: MAILING House #: Stk: Street: Unit:

Row 14 of 33

**Figure 3-2: Case Management Display**



### Form 11-12, Multi-Unit Listing Aid (MULA)

The MULA (Figure 3-3) is a listing of all the expected units at a multi-unit address. This includes both sample and non-sample units, regardless of size.

Form 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment	Survey	
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units		
Address						State	County					
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)					
1												
2												
3												
4												
5												
6												
Footnotes								Contact person				
								Title				
								Telephone number				
								FR code				
								FR initials				
								Month/Year				
BSAID ESD								Date printed Sheet <u>1</u> of <u>1</u> Sheets				

**Figure 3-3: Form 11-12, MULA**

An asterisk (\*) before an address on the MULA indicates that some of the units at the address had slightly different addresses in Census 2000. All units must have the same house number and street name, but street type and direction may be different.

#### Example

One of the units at 101 Main St. may have reported their address to Census 2000 as 101 N. Main St. or 101 Main Ave. Keep this in mind when you have trouble locating the street.



Detailed information about the various sections of the MULA are covered in **Module 2.4** of your **Form 11-8, Volume I, Listing and Coverage** manual.



## Control Card and Survey Questionnaire

The *control card* (Figure 3-4) and *survey questionnaire* (Figure 3-5) are used when conducting **PAPI** surveys. Each sample address has a control card that displays the address information and corresponding identification information.

P G M 2	1	SAMPLE	2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet __, line__)						
<div> <div>PLACE</div> <div>STATE</div> <div>ZIP CODE</div> </div>						
6b What is your exact address? (Make corrections to address above.) <input type="checkbox"/> Same						
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code						
<div> <div></div> <div></div> </div>						
6d GQ Name						
				Type Code	Sample No.	

Figure 3-4: Control Card

<b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.					
BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD					
Sample (cc item 1)	Control number (cc item 2)				HH No. (cc item 3)
	PSU	Segment	CK	Serial	
J _____					

Figure 3-5: Survey Questionnaire



*Locator Materials*

*Locator materials* are provided when there is an incomplete address in the sample. Locator materials may include maps, physical descriptions, or Form BC-1718, Incomplete Address Locator Actions (Figure 3-6).

FORM BC-1718 (ADP) (04/06/01)				U.S. Department of Commerce Bureau of the Census	
<b>2000 SAMPLE REDESIGN INCOMPLETE ADDRESS LOCATOR ACTIONS</b>					
SECTION I - IDENTIFICATION					
Survey	Sample	County	BSAID	Block	
Sample Data	Tract/BN	RO	PSU	Segment	
SECTION II – NPC LOCATOR REVIEW/RESULTS					
1. Incomplete Basic Address BEFORE NPC Review:					
Address:					
Post Office:		State:	ZIP:		
2. Address AFTER NPC Review:					
Address:					
Post Office:		State:	ZIP:		
3. 2000 Census Household Name:					
4. Locator Materials NPC is providing Field: <input type="checkbox"/> Printout of Addresses for Entire Block <input type="checkbox"/> Printout of Addresses for Part of Block <input type="checkbox"/> Unit/Permit Listing Sheet for Clerically Combined Multi-Unit					
SECTION III – ACTIONS THE RO/FR MUST PERFORM					
To locate the sample unit: <input type="checkbox"/> Use Locator Materials Enclosed <input type="checkbox"/> Use Single Unit. Complete Address Information in II.2 Above <input type="checkbox"/> Use Multi-Unit Listing Sheet Enclosed <input type="checkbox"/> Use Multi-Unit Listing Sheet, previously sent to you for: Sample: Sample Date: <input type="checkbox"/> Other – Specify:					
REMARKS/COMMENTS					

**Figure 3-6:** Form BC-1718, Incomplete Address Locator Actions





**Additional Resources**      Form 11-3, Unit/Permit Listing Sheet (Figure 3-7) is used for handling special interviewing situations.

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment and suffix	Survey name
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment		Expected number of units	
Address								Permit office name			
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number			
					Year	Month	Day				
County					Permit number (or BSAID or SPID/GQID)				Combined address		
PAL keyed remarks											
Line No. (1)	Unit designation (or apartment number) (2)				Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)				
1											
2											
3											
<b>Multi-units</b>					<b>Listed and updated</b>						
Name of Complex					FR Code						
Contact Person					FR initials						
Title					Month/Year						
Telephone number					Total number of units						
Footnotes											
Sheet <u>1</u> of <u>1</u> Sheets											

**Figure 3-7: Form 11-3, Unit/Permit Listing Sheet**



Form 11-36, *INTER-COMM* (Figure 3-8) provides you with a way to communicate and explain special circumstances to the RO.

Form 11-36 (11-17-99)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field COMMUNICATION</b>	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
See instructions on the reverse of copy 2 or 3.	i. Serial number or other identification		j. Sample
<b>Section I</b> STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)			

Figure 3-7: Form 11-36, INTER-COMM

*Automated Listing and Mapping Instrument (ALMI)* is a software package provided on your laptop. It is used to display Census county, tract, and block maps to help you locate a sample unit. The ALMI is read-only at the time of interview, meaning that you cannot make changes or corrections. Figure 3-9 provides an example of the ALMI block map.

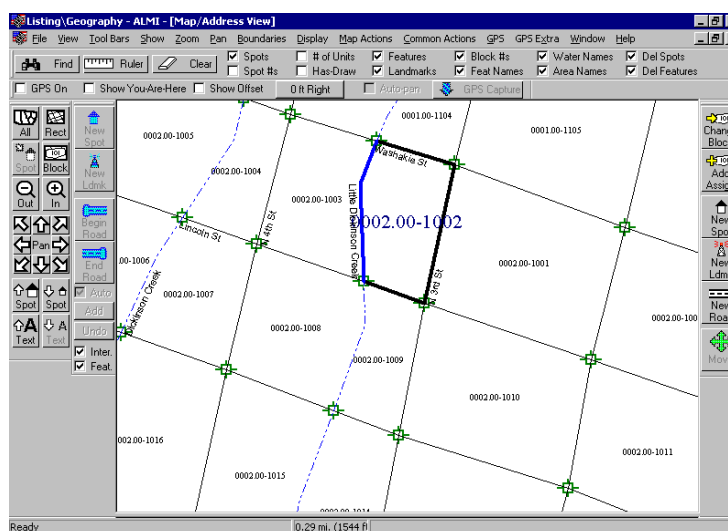


Figure 3-9: ALMI Block Map



## Multi-Unit Address Procedures

### Overview

For multi-unit addresses, your assignment may involve locating, verifying, and interviewing the multi-unit addresses.

### Locate the Basic Street Address (BSA)

The basic street address is located on your assignment materials.

For **CAPI** surveys, the address is listed on your Case Management display, as well as on the MULA. For **PAPI** surveys, the address is printed on the control card label, survey questionnaire and MULA.

Figure 3-10 shows how to identify the BSA on the MULA.

Identifying the BSA on Form 11-12, MULA.

FORM 11-12 (7-20-2001)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU
<b>MULTI-UNIT LISTING AID (MULA)</b>	
Address 3526 Ferguson Ave. Hampton, VA 23669	State VA

**Figure 3-10:** Identifying the BSA on the MULA

If the address is complete, plan your route and travel to the address. If the address is incomplete, use the locator materials provided to find the address.



### *Trouble Locating the BSA*

If you are having difficulty locating the BSA:

- # Use the locator materials provided for finding an incomplete basic street address.
- # Ask for help from a knowledgeable person. For example, a real estate agent, letter carrier, taxi driver, local merchant, etc.
- # Try to obtain a current detailed street map.
- # Check for any spelling differences between the street name listed and the street name posted on the street sign or map.
- # Check for possible errors in the transcription.
- # Check for street name changes that may have occurred since the previous listing.



Additional troubleshooting procedures for locating basic street addresses are covered in **Module 1.3** of your **Form 11-8, Volume I, Listing and Coverage** manual.

### *How to Handle an Incorrect Address on the MULA*

1. Line-out the incorrect house number or street name on the MULA.
2. Enter the correct address information above.
3. Enter "**Obtained Complete Address**" and the month and year you discover the change in the *Footnotes* section.

### **Verify the Expected Number of Units**

The first time a 2 - 4 multi-unit address is in the sample, you must verify the unit designations and note any necessary corrections on the MULA.

If you verify the expected number of units, conduct the interview.



### *Found Additional Units*

If you find more units than expected:

1. Add the additional units to the MULA.
2. Add any units that fall on the current sample lines to your assignment.
3. Enter the month and year you discover the change in the *Footnotes* section of the MULA.



#### *Scenario*

You arrive at the Mi Casa apartments and find three apartment units that are not listed on the MULA. What procedures should you follow?



#### *Solution*

1. Add the three units to the MULA.
2. Enter the month and year you discovered the change in the *Footnotes* section of the MULA.
3. If any of the additional units fall within your current sample lines, add them to the assignment.

### *Found Fewer Units*

If you find fewer units than expected:

1. Cross-out the units that no longer exist.
2. If a crossed-out unit(s) is in the current sample, treat it as a **Type C, Non-interview**.
3. Enter the month and year you discover the change in the *Footnotes* section of the MULA.



### *Found Duplicate Unit Designations*

The following are common situations that may occur with duplicate unit designations:

- # Unit designations are actually duplicated at the multi-unit address.
- # One of the duplicated unit designations is correct, and the other is actually some other unit designation.
- # One of the unit designations is correct, but the other unit doesn't exist.
- # Neither of the duplicated unit designations exist.



Detailed procedures on how to handle duplicate unit designations are covered in [Module 2.4](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### *Unable to Locate a Unit in the Current Sample*

If you are unable to locate a unit in the current sample, attempt to determine what happened to the unit by talking to a building manager or resident. If after exhausting all possibilities you are still unsuccessful, contact your RO.



Detailed procedures are covered in [Module 2.2](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### **Conduct the Interview**

After verifying that you have located the correct address, conduct the interview.



### *How to Complete the MULA*

After locating and verifying the multi-unit assignment, complete the following on the MULA:

1. For each new sample, enter your Field Representative (FR) code, FR initials, and the current month and year at the bottom of the MULA.
2. If required, enter the correct unit designation for any changed unit, resolved missing unit, or resolved duplicate unit.
3. Line through any units that no longer exist. Enter "Delete" to the right of the unit designation.
4. List any new unit designations for re-listed multi-units or additional units.
5. Enter any necessary miscellaneous information in the *Footnotes* section.
6. Send the MULA and segment folder to your RO.



#### *Scenario*

You are assigned apartments 101 - 104 at Chelsea Court Apartments. While verifying there are four units, you discover that there is no apartment 104. What procedures should you follow?



**Solution**

1. Cross-out apartment 104 on the MULA.
2. If apartment 104 was a part of your assignment, treat it as a **Type C, Non-interview**.
3. Enter the month and year in the *Footnotes* section of the MULA.

Figure 3-11 identifies the completed steps.

Form 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 12B	PSU	Segment	Survey
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units 4	
								Address 3526 Chelsea Landing		State FL	County
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)				
1	Apartment 101										
2	Apartment 102										
3	Apartment 103										
4	Apartment 104										
5											
6											
Footnotes  10/02				Contact person							
				Title							
				Telephone number							
				FR code	22						
				FR initials	SC						
				Month/Year	10/02						
BSAID ESD				Date printed Sheet 1 of 1 Sheets							

**Figure 3-11: Completed MULA**





## Multi-Unit Special Interviewing Situations

### Overview

This section of the lesson is intended to provide you with an overview of special interviewing situations that can occur when interviewing multi-unit addresses in a unit segment. Detailed definitions and additional step-by-step instructions are covered during your training and in [Form 11-8, Volume I, Listing and Coverage](#) manual.

### What is Reconfiguration?

*Reconfiguration* typically refers to units that have been renumbered or re-lettered due to remodeling or reconfiguration.

#### *Example*

You arrive at Liberty Tower Apartments where a new owner has renovated and subsequently changed apartments 1 - 4 to 101A, 101B, 101C and 101D.

#### *How to Handle Reconfigured Units With a One-to-One Correspondence*

1. Line through the old designation printed on the MULA.
2. Print the new designation on the same line including those that are not in the current sample.

#### *How to Handle Reconfigured Units Without a One-to-One Correspondence*

1. Line through all the existing units on the MULA.
2. Re-list all the newly designated units directly onto the MULA.

You may re-list on a blank Unit/Permit Listing Sheet if it is easier than re-listing on the MULA.



Detailed instructions on handling renumbered or re-lettered units with or without a one-to-one ratio are in [Module 2.5](#) of the [Form 11-8, Volume I, Listing and Coverage](#) manual.



## Expected Multi-Unit and Found a Single-Unit

If you are expecting to find a multi-unit, but find a single unit instead, attempt to locate a knowledgeable person to verify the address.



Detailed procedures are covered in [Module 2.5](#) of the [Form 11-8, Volume I, Listing and Coverage](#) manual.

### *Example*

Your assignment includes apartments in a historic Victorian house. When you arrive to conduct the interview, you discover that a new owner has restored the house and it is no longer used for apartments.

## Multi-Unit Address is a Mobile Home Park

If you are expecting to find a multi-unit, but find a mobile home park instead, verify the mobile home park listing on the MULA.



Detailed procedures are covered in [Module 2.5](#) of the [Form 11-8, Volume I, Listing and Coverage](#) manual.

## What is an Embedded Housing Unit?

An *embedded housing unit* is a type of living quarters that has direct access and its occupant(s) live separately from the residents of the GQ.

### *Example*

A resident advisor at the University of Wisconsin may have an apartment that is in the freshman dorm, but it has a separate entrance.

## *How to Handle an Embedded Housing Unit at a GQ*

Interview the embedded housing unit, but do not list the entire GQ.



## What is a Freestanding Unit at a GQ?

A *freestanding unit* at a GQ is a type of living quarters that is associated with a GQ, but is physically separate from the GQ. Both are a part of the same special place.

### *Example*

The President of the University of Iowa may live in a specially appointed house off of campus grounds.

## *How to Handle a Freestanding Unit at a GQ*

Interview the freestanding unit, but do not list the entire GQ.

## What is a Conversion?

A *conversion* is when a structure has been changed from its original use to another use or purpose.

### *Example*

While conducting the interview, you discover that the owner has remodeled the apartment over the garage into a personal art studio.

## *How to Handle a Conversion to Non-Residential Usage*

For a permanent conversion to non-residential usage:

1. Line-out the unit designation on the MULA and write "**Delete**" next to it.
2. Prepare an INTER-COMM or **CAPI** email message explaining the situation. Include that the unit is **Type C - Converted to permanent business or storage use** and the date you found the conversion.



Detailed procedures for temporary conversions to non-residential usage are covered in [Module 2.5](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



## How to Handle a BSA that is Part of a Larger Structure

A basic street address could identify a housing unit within a GQ. If so, only verify the assigned housing unit(s), not the GQ units.

### *Example*

The Water's Edge Apartments has three apartments and each apartment uses a different BSA, which are assigned as single unit addresses.

## How to Handle a Multi-Unit that Has Guest or Model Apartment



If you encounter a guest or model apartment, interview the guest apartment if it is in the current sample and someone lives there.

Survey residency rules have been established to help determine the interviewing procedures. The rules and procedures are detailed in [Module 2.5](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

## What is a Merger?

A *merger* is a unit that is the result of combining two or more unit addresses to form one unit address.

### *Example*

You are conducting an interview at the Buena Vista apartment complex where renovations have just been completed. Units 301 and 302 have been combined into a penthouse suite and are considered a merger.

## How to Handle Multi-Unit Mergers



If the resulting unit uses the same address as the current sample unit, correct the MULA and interview the resulting merged unit.

Additional procedures for handling different types of mergers are covered in [Module 2.5](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



## What is a Split?

A *split* occurs when a sample unit splits and forms additional different units.

### *Example*

You are conducting an interview at Driftwood Apartments and discover unit 203 was split and now forms apartments 203A and 203B.

## *How to Handle a Split*

If a unit has been split into more than one unit, interview all of the new units, unless the unit designation already appears on the MULA.

Splits follow the same procedures used for EXTRA units.

## Review Exercise



Complete the review exercise prior to proceeding to the *Final Review Exercise*.



## Lesson 3: Review Exercise

1. Your assignment is to locate, verify, and interview apartments 210 - 214 at Skyline Apartments. You discover that apartment 214 has been remodeled into a security office. What procedures should you follow?

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2. The following address is listed on the MULA.

FORM 11-12 (7-20-2001)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	
<b>MULTI-UNIT LISTING AID (MULA)</b>		
Address *2002 Burton Dr. Woodstock, VA 22664		State VA

What does the (\*) indicate?

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3. Apartments for the full-time staff at the Key Largo Ocean Resort have been remodeled. Apartments A and B have been combined into one large apartment. Should you proceed in conducting the interview?

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## Test Your Knowledge

4. How would the University of Nebraska's chancellor's home be classified? Would you still conduct the interview?

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## Review Exercise



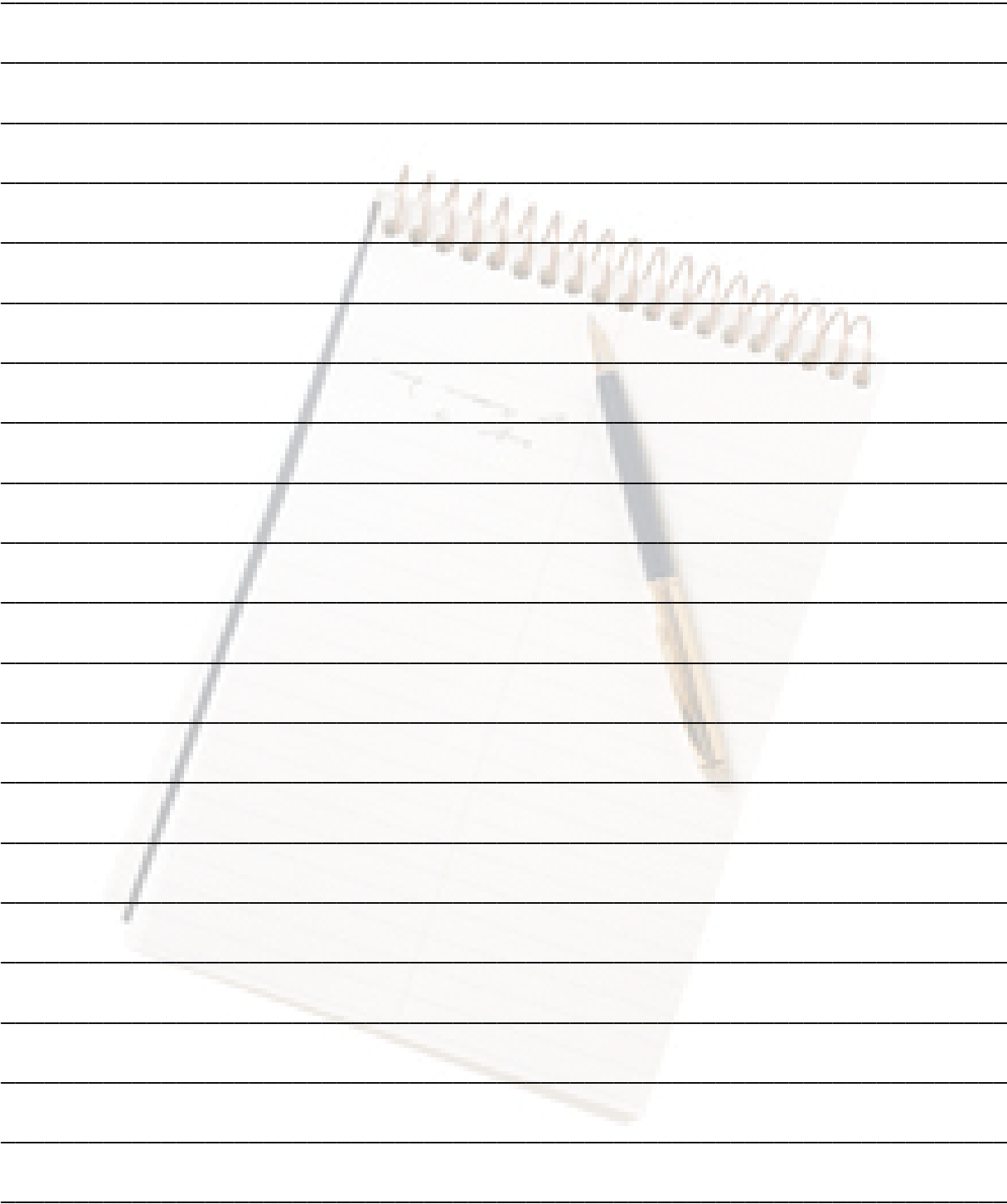
## Lesson 3: Answer Key

1. To complete the assignment:
  - a. Line-out unit 214 on the MULA and write **"Delete"** next to it.
  - b. Prepare an INTER-COMM or **CAPI** email explaining that the unit has been converted into the security office and is no longer used as a residence.
  - c. Interview the remaining units.
  - d. Complete the MULA.
2. The **asterisk (\*)** indicates a slightly different address in Census 2000. Units still have the same house number and street name, but one of the units at the address may have reported the address as S. Burton or some other minor variation.
3. Yes, if the **unit has the same address as the sample unit** address. If it does not share the same address, no.
4. The sample would be defined as a **freestanding unit** because it is a part of the University of Nebraska, but is physically separate from the University. Conduct the interview, but do not list all the GQs that are a part of the University.





## Notes and Comments



## Final Review Exercise

1. Define unit segment.

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2. How are GQs and housing units the same?

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3. You have just received your assignment. Where will you look to locate the address?

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4. The MULA is provided for working with multi-unit addresses.

True \_\_\_\_\_ or False \_\_\_\_\_



## Test Your Knowledge

### FINAL REVIEW EXERCISE

5. You receive the following assignment: 210 Pine St. However, the address listed on the control card is incorrect. There is no 210 Pine St., only 201. What procedures should you follow to correct the address?



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6. What is the difference between an EXTRA unit and a split?

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7. If the Tiffany Boarding House was torn down and a new single unit cape cod house was built on the land, it would be considered a replacement.

True \_\_\_\_\_ or False \_\_\_\_\_

8. Your assignment is to locate, verify, and interview units 1 thru 6 at the Lakes of La Paz Condominiums. When you arrive, you discover there are no longer 6 units, only 4. Using the form and space provided on the next page complete the assignment detailing the procedures.



Form 11-12 (7-20-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO 12B	PSU 56924	Segment 3270	Survey NHIS			
<b>MULTI-UNIT LISTING AID (MULA)</b>								Tract	Block	Expected number of units 6				
Address 45 Bay View Circle						State MD	County							
Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)	Line No. (1)	Unit designation (or apartment number) (2)	Sample designation (3)	Serial number (4)							
1	Unit 1													
2	Unit 2													
3	Unit 3													
4	Unit 4													
5	Unit 5													
6	Unit 6													
Footnotes								Contact person						
								Title						
								Telephone number						
								FR code						
								FR initials						
								Month/Year						
BSAID ESD								Date printed Sheet <u>1</u> of <u>1</u> Sheets						

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## Test Your Knowledge

### FINAL REVIEW EXERCISE

9. You arrive at Riverside Apartments and discover that the complex was recently renovated and the units have been renumbered. Outline the procedures you should follow if the units have a one-to-one ratio.

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10. What does the asterisk (\*) before an address on the MULA indicate?

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## Final Review Answer Key

1. A **unit segment** consists of one or more basic street addresses selected from Census 2000 files. They are common in urban areas and are selected from housing units instead of street addresses.
2. Both GQs and housing units are **living quarters** and can be found in residential and commercial structures.
3. The **sample address** is located on the control card or survey questionnaire, or Case Management display.
4. **True.**

5.



- a. **Line-out 210** on the control card.
  - b. Enter **201** above it.
  - c. Prepare an INTER-COMM or **CAPI** email to let your RO know that the address was incorrect.
6. An **EXTRA** unit is discovered by chance during the interview, is not a part of the sample, and uses the same house number and street name as the unit being interviewed. A **split** is usually discovered before the interview, is a separate unit, and uses a different house number than the unit being interviewed.



7. True, if the same address is used.
- 8.

Follow these procedures to complete the assignment:

- a. Cross-out units 9 and 10.
- b. Since units 9 and 10 are included in the sample, enter **Type C, Non-interview** to the right of the unit designation.
- c. Enter the month and year you discovered the change in the *Footnotes* section.
- d. Enter your FR code, your FR initials and the month and year you are conducting the survey in the *Listed and Updated* section.
- e. Send the MULA to your RO.



9. Follow these procedures to complete the assignment:
  - a. Line through the old unit designations on the MULA.
  - b. Enter the new designation on the same line including any units that are not in the sample.
10. An **asterisk (\*)** before an address on the MULA indicates that some of the units at the address had slightly different house numbers and/or street names.





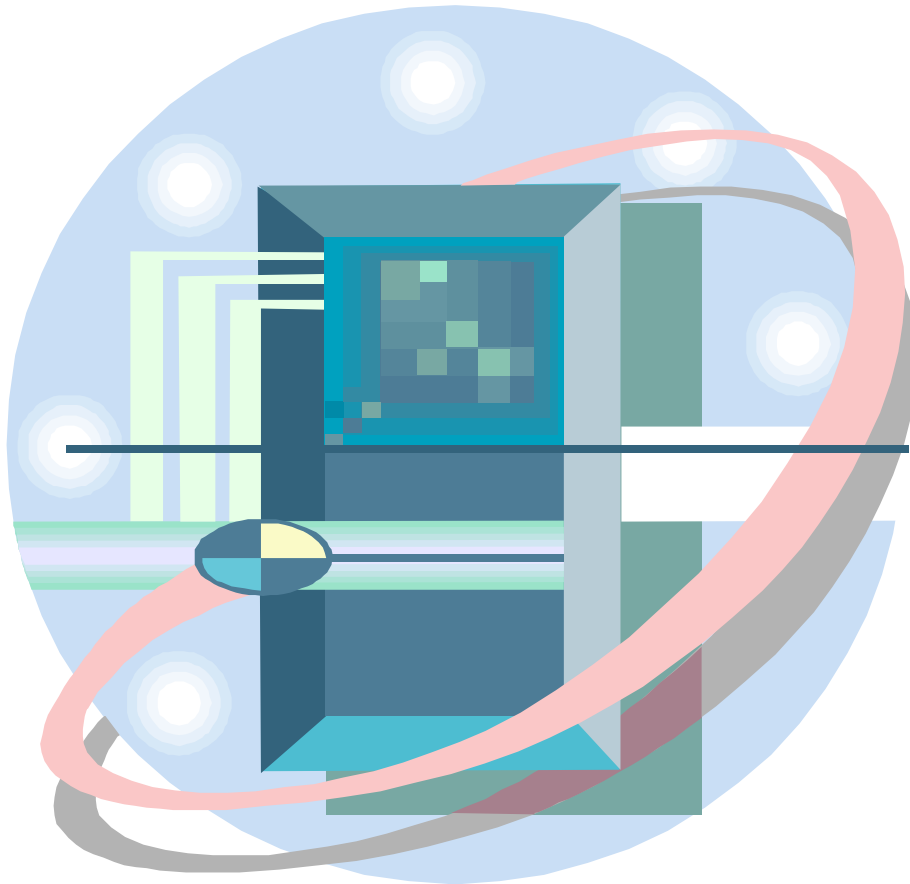
## Record of Time Spent on Self-Study

Date	Time		Total Time
	Begin	End	

Total Time = \_\_\_\_\_ hours \_\_\_\_\_ minutes



## Initial Training Self-Study Guide



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## Permit Segments

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## Introduction

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Objectives for this Lesson:

- # Define the purpose of the self-study guide.
- # Explain how to use the self-study guide.
- # Illustrate how to record the time you spend on the self-study guide.
- # Provide an overview of the sample design process in order to demonstrate how sample units in the permit segment are selected.



## Self-Study Guide

### Purpose of the Self-Study Guide

This self-study guide is intended to:

- # Provide a general overview of permit segment procedures at the time of interview.
- # Introduce common permit segment terms and concepts.
- # Familiarize you with the forms used when working with permit segments.
- # Provide you with a review of what's new for the 2000 design.
- # Provide you with an opportunity to identify any problem areas prior to your first permit assignment.

### How to Use this Self-Study Guide

This self-study guide consists of five lessons that provide:

- # An introduction to permit segment terms, concepts, and procedures.
- # An overview of procedures for handling single and multi-unit addresses.
- # An overview of procedures for handling identical addresses.
- # An overview of definitions and procedures for handling special interviewing situations.
- # A comprehensive *Final Review Exercise* to help you apply the information presented.

Each lesson incorporates examples and scenarios designed to utilize the information presented. A short review exercise at the end of each section provides immediate feedback as to how well you understand the information.



## Additional Materials

In addition to the self-study guide you will receive the **Form 11-8 Volume I, Current Surveys Listing and Coverage** and **Form 11-8 Volume II, Demographic Area Address Listing (DAAL)** manuals.

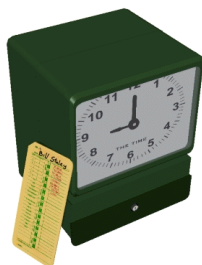


Occasionally, the self-study guide refers you to **Form 11-8, Volume I** for detailed procedures, definitions, and examples. References to **Form 11-8, Volume I** are designated by this symbol so that you may easily recognize that you must refer to specified information.

## Questions

The *Notes and Comments* pages are provided so you can write down any questions you may have while completing this self-study guide. You can discuss your questions in training or with your supervisor.

## Recording Your Time



You will be paid for up to 3 hours for the time you spend on this self-study guide. The form on the last page of the self-study guide provides you with a way to record your time. Your supervisor will furnish you with the project number and operation code to which to charge your time. Illustrated below is an example of how to record your time.

### Example:

Date	Time		Total Time
	Begin	End	
4/10/03	9:30 a.m.	10:30 a.m.	1 hour
4/11/03	1:30 p.m.	2:00 p.m.	30 mins.
4/12/03	10:00 a.m.	11:30 p.m.	1 hour 30 mins.

Total Time = 3 hours 00 minutes



## Sample Design

### Overview

In order to provide Field Representatives (FRs) with their assignments, the U.S. sample population must be organized, sorted, and screened according to varying criteria. This is a part of the process known as *sample redesign*. *Sample redesign* is completed every 10 years and uses the most recent decennial census, which provides the most complete and up-to-date residential and demographic information as of census day, April 1, 2000.



For a detailed look into the sample design process and how it works, see [Module 1.1](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Permit Frame

The Permit Frame includes all permits issued by Building Permit Offices (BPOs) for new residential construction built since census day, April 1, 2000.

### *Permit Address Listing (PAL)*

The Permit Address Listing (PAL) is a computer-assisted listing of permit numbers and corresponding addresses. The PAL includes building permits, the addresses of the structures authorized by the permits, the number of units at the address, and relevant geographic information.

PAL assignments vary according to the permit activity of a BPO. Active BPOs issuing a large number of permits may require monthly PAL assignments. On the other hand, BPOs with low building activity may require only an annual PAL assignment.

### Permit Segment Assignments

Sample addresses are selected from completed PALs and assigned to permit segments. Assignments vary according to how active construction is in the assignment area.



Permit segment assignments usually consist of up to four sample units. The sample units may be in single-unit houses, in one multi-unit building, or in any combination of the two.

## Current Surveys Conducted

The following demographic surveys have permit segments in their samples:

- # American Housing Survey - Metropolitan Sample (AHS-MS)
- # American Housing Survey - National Sample (AHS-N)
- # Consumer Expenditure Diary Survey (CED)
- # Consumer Expenditure Quarterly Interview Survey (CEQ)
- # Current Population Survey (CPS)
- # National Crime Victimization Survey (NCVS)
- # State Children's Health Insurance Program (SCHIP)
- # Survey of Income and Program Participation (SIPP)

## Two Types of Field Procedures for Collecting Survey Data

As a Field Representative (FR), you are required to perform various automated and non-automated field procedures.

- # *Computer Assisted Personal Interview (CAPI)* interviewing is automated and conducted using the laptop.
- # *Paper and Pencil Interview (PAPI)* interviewing is non-automated and conducted using paper survey forms.

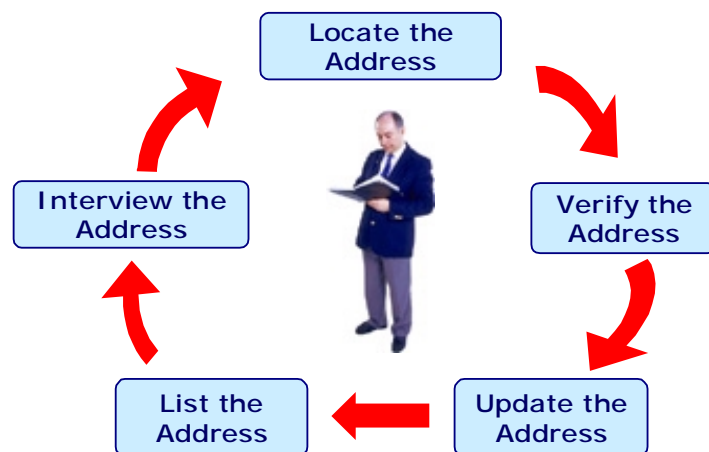




## Basic Field Procedures

There are five basic field procedures (Figure 1). Depending upon which segment you are working with, you may conduct one or more of the procedures. For example, a permit segment assignment may involve locating, listing, and interviewing the address.

- # **Locating Addresses** is the process of finding the place, site, or limits of a basic street address (BSA) and the applicable sample unit.
- # **Verifying Addresses** is the process of confirming BSA information by visual observation, asking reliable sources, and making any necessary changes.
- # **Updating Addresses** is the process of correcting, adding, deleting, or modifying sample unit information after verification.
- # **Listing Addresses** is the process of entering the BSA or descriptive information either on paper, listing forms, or in the laptop computer.
- # **Interviewing Sample Units** is the process of gathering information and data for current surveys.



**Figure 1:** Common Field Procedures\*

\*It is important to note the procedures to be completed are dependent upon the segment assignment.

## Lesson 1: Overview of Permit Segments

---

Objectives for this Lesson:

- # Define permit segment.
- # Explain why permit segments are used.
- # Provide a list of the resources available for working with permit segments at the time of interview.
- # Introduce commonly used terms and concepts.



## Permit Segments

### What is a Permit Segment?

A *permit segment* contains one or more addresses for residential structures (single or multi-unit) built or completed after April 1, 2000. Addresses are obtained from permit offices throughout the country from the monthly Permit Address Listing (PAL) operation.

*Example* Single and multi-unit houses in Robin Hood Estates, a new housing development, would be included in the permit segment if houses in the development were built after April 1, 2000.

### Why are Permit Segments Used?

Permit segments are used so that residential structures built after the Census 2000 can be included in the various surveys that we conduct.

### What is an Identical Address?

An *identical address* is a basic address for a multi-unit structure that is selected for more than one survey.

*Example* Unit 1 of a multi-unit address may be selected for the SIPP survey and Unit 3 may be selected for the NHIS survey. The multi-unit is considered an identical address.



## Resources Provided for Working with Permit Segments

For each assigned permit segment, you may receive one or more of the following materials to complete your assignment:



- # Segment Folder.
- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-187, Permit Sketch Map.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Automated Listing and Mapping Instrument (ALMI).



## Terms and Concepts

### Structure

A *structure* is a separate building that either has open space on all sides (no other building is attached to it), or is separated from other structures by a dividing wall that extends from ground to roof. A structure can be either residential or commercial and comprised of housing units or group quarters (Figure 1-1).

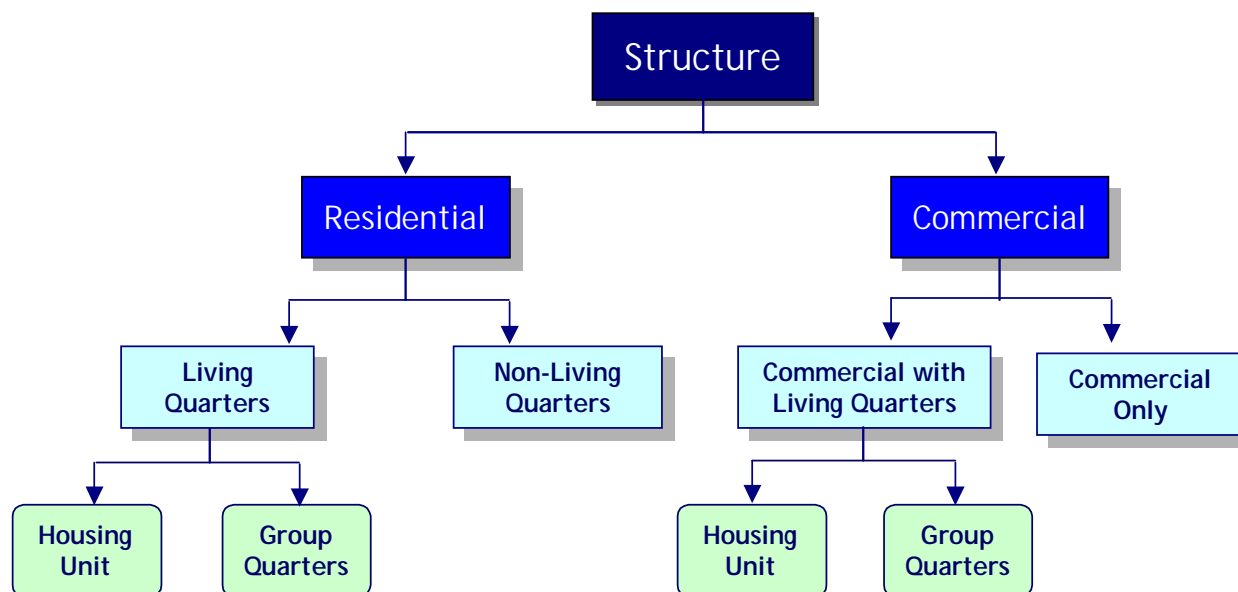


Figure 1-1: Identifying Living Quarters

### Living Quarters

*Living quarters* are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a non-traditional tent, boat, or container.

### Housing Unit

A *housing unit* (HU) is identified as a house, apartment, mobile unit or trailer, a group of rooms, or a single room occupied as separate living quarters. If vacant, the housing unit is intended for occupancy as separate living quarters.



### *Group Quarters*

A Group Quarters (GQ) is identified as a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three categories of GQs: institutional, non-institutional, and military.

GQs are not included in permit segments.

### **Master Address File (MAF)**

The *MAF* is the Census Bureau's permanent list of addresses for individual living quarters.

### **Basic Street Address**

A *basic street address* (BSA) defines an address for a structure and can be either complete or incomplete.

### *Complete BSA*

A *complete basic street address* consists of a house number and a street name and can identify:

- # One or more structures,
- # One or more units within a single structure, or
- # One or more units in part of a structure.

For example, 1267 Sanlin Dr., Oskaloosa, IA, 52577 is a complete basic street address.

### *Incomplete BSA*

An *incomplete basic street address* is an address that is missing either a house number or a street name.

For example, Sanlin Dr., Oskaloosa, IA, 52577 is an incomplete basic street address.

### **Review Exercise**



Complete the review exercise prior to proceeding to *Lesson 2: Single Unit Address Procedures*.



## Lesson 1: Review Exercise

1. Construction for Lakeview Apartments was just completed. Could the structure be included in a permit segment? Why or why not?

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2. Why is the following address considered incomplete: Vine St., Harrisonburg, VA, 22801?

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3. Why are permit segments used?

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4. Two apartments at the Cascade Park Apartments have been selected for surveys. Apartment 4 is selected for CPS survey and Apartment 10 is selected for the AHS-MS survey. The apartment complex is considered an identical address.

True \_\_\_\_\_ or False \_\_\_\_\_



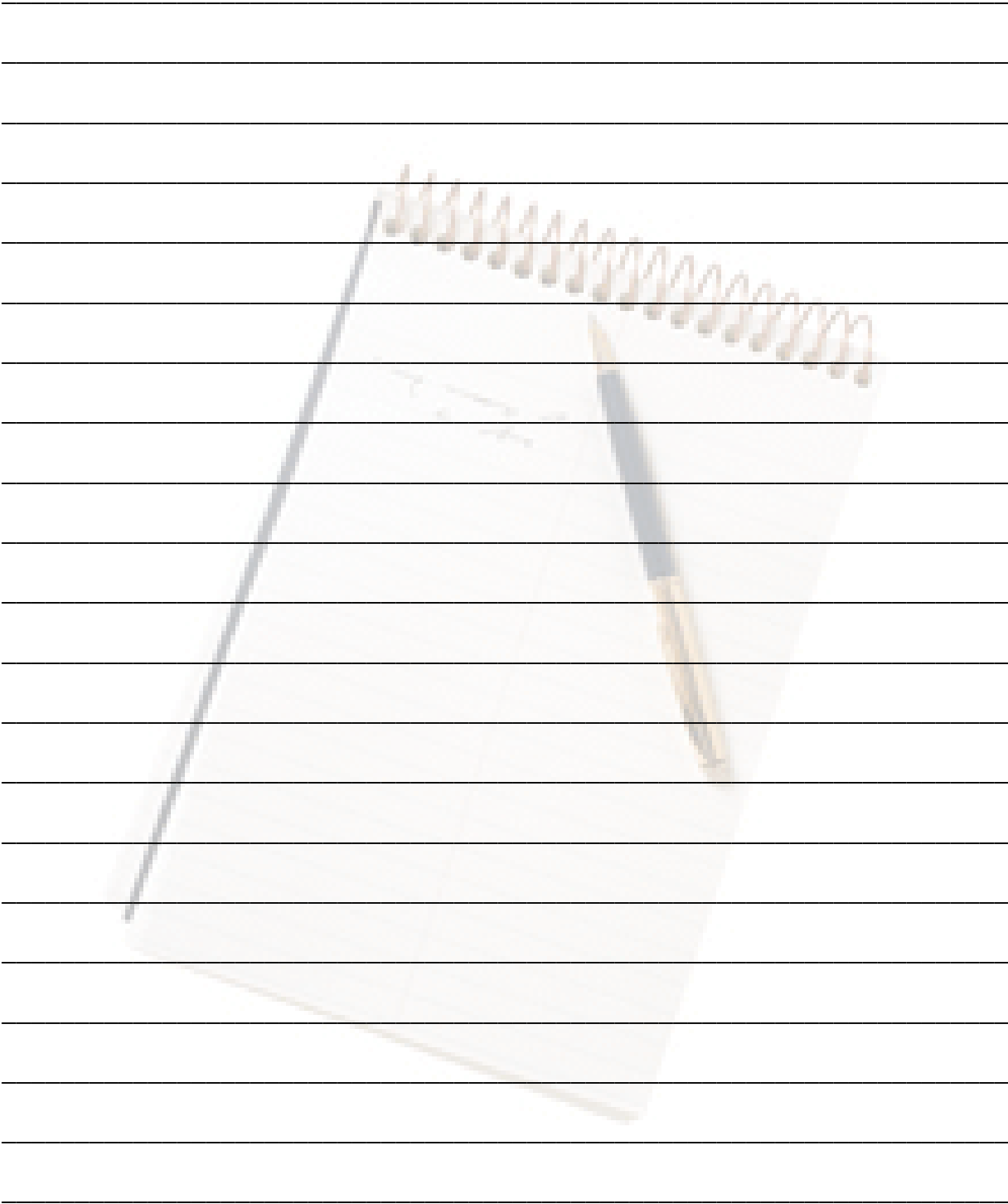
## Lesson 1: Answer Key

1. Yes, the [structure could be included in a permit segment](#) because construction was completed after the last census, Census 2000.
2. The [address is considered incomplete](#) because it is missing a house number.
3. To ensure that [new structures are included in the surveys](#) we conduct.
4. True, an [identical address](#) is a basic address for a multi-unit structure that is selected for more than one survey.





## Notes and Comments



## Lesson 2: Single Unit Address Procedures

Objectives for this Lesson:

- # Identify and define the resources available for working with single unit addresses.
- # Outline the procedures for locating, listing, and verifying single unit addresses.
- # Describe how to complete the listing sheet.
- # Identify special interviewing situations.



## Resources for Working with a Single Unit Address

### Resources

The following resources are available when you are working with single unit addresses in a permit segment:



- # Segment Folder.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and/or Survey Questionnaire for **PAPI** surveys.
- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-187, Permit Sketch Map for Incomplete BSAs.

### Additional Resources

- # Form 11-36, INTER-COMM.
- # Automated Listing And Mapping Instrument (ALMI).

### Segment Folder

The *segment folder* (Figure 2-1) contains the materials needed to complete your assignment.

When a permit segment needs to split into many segments, each segment folder will carry the same four-digit segment number, plus a unique letter suffix. For example, if permit segment 1301 was split into two segments, one would carry segment number 1301A and the other would carry 1301B.



SEGMENT FOLDER					CPS
DATE					
	MO/YR	MO/YR	MO/YR	MO/YR	
REDUCED					RO SAMPLE ZIP
REINSTATED					PSU ESC TEA
REASSIGNED					SEGH PAN/ROT P/N
					SEGTYPE QTR U/R
					SUR STR SSG
REMARKS					PLACE/MCD COUNTY  SPECIAL INSTRUCTIONS  <div style="float: right; border: 1px solid black; padding: 5px; margin-top: 10px;">           PSU             SEG         </div>

Figure 2-1: Segment Folder

*Laptop Case Management Display and Interview Instrument*

The *Laptop Case Management Display* (Figure 2-2) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the sample address and corresponding identification information.

The screenshot displays the 'Case Management' software interface. At the top, it shows 'SURVEY: CEQ' and 'ASSIGNMENT PERIOD: 200110'. Below the menu bar, there is a 'Case Management - Case List' section with a table of cases. The table has columns for Control Number, Address, Place Name/City, Zip, Appointment, Status, Telephone#, Int #, and Route. Below the table, there is an 'Assignment' section with various fields for case details, including Control Number, Int Period, Case ID, Int #, Conf Refusal, Outcome, Seq Type, Respondent, Phone #, Best Time, Best Time Spec, Appointment, Callback, Sunday OK?, P/T, ADDRESS (House #, City, Street, State, Zip), and MAILING (House #, City, Street, State, Zip).

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
06007 1196 Q19 03 101 00	15 WOODCREST DR	DROVILLE	95966		?	- -	04	999
06007 1199 Q19 03 101 00	85 RANCHO VISTA DR 51	DROVILLE	95965			- -	05	999
06007 1299 Q19 03 101 00	2731 SAN JOSE ST	CHICO	95926			- -	01	999
06007 1399 Q19 03 101 00	761 ROBINSON ST	DROVILLE	95965			- -	01	999
06007 2198 Q19 03 101 00	584 PLUMAS AVE	DROVILLE	95965			- -	01	999
06007 2297 Q19 03 101 00	1090 COLUMBUS AVE 9	CHICO	95926			- -	01	999
11001 1199 Q20 03 101 00	5210 E ST SE 4	WASHINGTON	20019			- -	01	999
11001 2199 Q20 03 101 00	1115 V ST NW	WASHINGTON	20009			- -	01	999
12011 1197 Q20 03 101 00	3821 ENVIRON BLVD 604	FORT LAUDERDALE	33319			- -	01	999
12011 1296 Q20 03 101 00	4770 NE 15TH TER	FORT LAUDERDALE	33334			- -	01	999
12011 1299 Q20 03 101 00	6841 PEMBROKE ROAD 3	HOLLYWOOD	33023			- -	01	999

Figure 2-2: Case Management Display



## Control Card and Survey Questionnaire

The *control card* (Figure 2-3) and *survey questionnaire* (Figure 2-4) are used when conducting **PAPI** interviews. Each BSA has a control card that displays the sample address and corresponding identification information.

P G M 2	1	SAMPLE	2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet __, line __)						
PLACE STATE ZIP CODE						
6b What is your exact address? <input type="checkbox"/> Same (Make corrections to address above.)						
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code						
6d GQ Name Type Code Sample No.						

Figure 2-3: Control Card

<p><b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.</p>					
<p><b>BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD</b></p>					
Sample (cc item 1)	Control number (cc item 2)				HH No. (cc item 3)
	PSU	Segment	CK.	Serial	
J _____					

Figure 2-4: Survey Questionnaire



## Form 11-3, Unit/Permit Listing Sheet

A Unit/Permit Listing Sheet (Figure 2-5) is included for each assigned single unit. It displays the sample address and corresponding identification information.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO	PSU	Segment and suffix		Survey name	
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment			Expected number of units		
Address				Permit office name					
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number	
					Year	Month	Day		
County				Permit number (or BSAID or SPID/GQID)				Combined address	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)			
1									
2									
3									
<b>Multi-units</b>				<b>Listed and updated</b>					
Name of Complex				FR Code					
Contact Person				FR initials					
Title				Month/Year					
Telephone number				Total number of units					
Footnotes									
Sheet <u>1</u> of <u>1</u> Sheets									

Figure 2-5: Form 11-3, Unit/Permit Listing Sheet



## Form 11-187, Permit Sketch Map

The *Permit Sketch Map* (Figure 2-6) is provided for locating incomplete BSAs. The map was created during an initial listing when a Field Representative (FR) sketched out the address and unit information to help you locate the assignment.

FORM 11-187 (10-15-92)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO 35	2. PSU 94566	3. Permit month/year 082004	4. Sequence number 56057821
<b>PERMIT SKETCH MAP</b> Permit Address List Operation				5. Permit office name Buildings Inspection Office			
				6. Locality (Post Office) Chapel Hill		7. County Orange	
				8. State NC	9. ZIP Code 27514	10. Permit number 8624	11. PAL line 2
ATTENTION REGIONAL OFFICE	Keep both copies in the Regional Office files.			12. U/R	13. Field representative name Janet Green		Code L98
Notes							

Figure 2-6: Form 11-187, Permit Sketch Map

## Additional Resources

Form 11-36, *INTER-COMM* (Figure 2-7) provides you with a way to communicate and explain special circumstances to the RO.

Form 11-36 (11-17-99)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		a. TO:		d. Survey	
<b>INTER-Field COMMUNICATION</b>				b. FROM:		FR Code	
				c. Regional Office		e. Date	
				IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE			
f. PSU code		g. Segment number		h. Type segment			
See instructions on the reverse of copy 2 or 3.				i. Serial number or other identification		j. Sample	
Section I		STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)					

Figure 2-7: Form 11-36, INTER-COMM



*Automated Listing and Mapping Instrument (ALMI)* is a software package provided on your laptop. It is used to display Census county maps to help you locate a sample unit. The ALMI is read-only at the time of interview, meaning that you cannot make changes or corrections. Figure 2-8 provides an example of the Census county map.

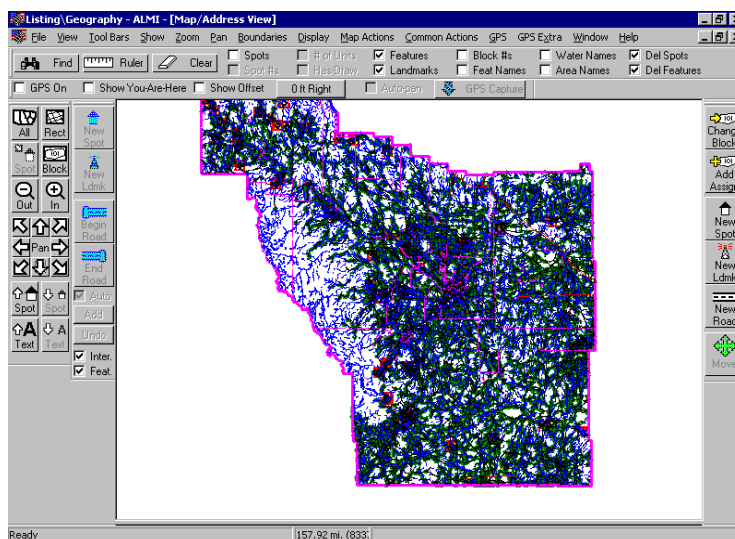


Figure 2-8: Census County Map





## Single Unit Address Procedures

### Overview

For single unit addresses, your assignment may involve locating, listing, verifying, and interviewing the single unit addresses.

### Locate the Permit Segment

To find the general location of a permit segment, use the Zip Code and the Post Office or Permit Office names that are displayed on the Case Management display or printed in the heading of the listing sheet (Figure 2-9).

The Post Office name, ZIP Code, and Permit office name can be used to locate the permit segment.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 27	PSU 57837	Segment and suffix 9683	NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 17 Friar Tuck St.				Permit office name Buildings Inspection Office			
Post office name Richmond	State VA	ZIP Code 21840	Urban or rural URBAN	Permit date of issue Year 2006 Month 10 Day 06			PAL sequence number 98054243/2
County				Permit number (or BSAID or SPID/GQID) 5309			Combined address NO

Figure 2-9: Locating the Permit Segment Using Form 11-3



## Locate the Single Unit Address

The complete BSA is displayed on the Case Management display or preprinted in the heading of the listing sheet.

Use the following information displayed on the Case Management display screen or listing sheet to help you locate the BSA (Figure 2-10):

- # Address
- # PAL keyed remarks
- # Permit number
- # Expected number of units

The Address, Expected number of units, Permit number and PAL keyed remarks can be used to locate the address.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 27	PSU 92837	Segment and suffix 5583	NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 555 Friar Tuck Ln.				Permit office name Buildings Inspection Office			
Post office name Chapel Hill	State NC	ZIP Code 24714	Urban or rural URBAN	Permit date of issue Year 2006 Month 04 Day 22			PAL sequence number 88051241/2
County				Permit number (or BSAID or SPID/GQID) 9309			Combined address NO
PAL keyed remarks <b>Foster Construction / Lot 11</b>							

Figure 2-10: Locating the BSA Using Form 11-3

## Using PAL Keyed Remarks

When the permit information was listed earlier, the FR may have included helpful information to locate the address, such as a lot or block number, or the name of the builder. Any remarks are printed in the *PAL keyed remarks* section of the listing sheet.



### *Using the Permit Number*

While trying to locate a basic street address, whether complete or incomplete, refer to the permit number and date of issue shown in the heading of the listing sheet.

If the owner or occupant of the structure isn't sure it was built under the permit, contact the builder.

If the builder is not shown in the *PAL keyed remarks* of the listing sheet, contact your RO, who may be able to identify the builder from the original PAL.

If the builder can't be contacted, or for some reason can't verify what was built under the permit, the RO may instruct you to contact the permit office, shown at the top of the listing sheet, or the RO may refer the problem to the FR who did the original PAL.

### *Using the Expected Number of Units*

When trying to locate a basic street address, complete or incomplete, use the *Expected number of units* section shown in the heading of the listing sheet as a guide to the size of structure you are trying to locate.

#### *Example*

If the *Expected number of units* is 1, when you inquire you might ask, "I'm looking for a single-family house at (address)." Then refer to the permit number and the date of issue.



## Incomplete BSA

An incomplete BSA can be identified using one or both of the following:

- # Three asterisks (\*\*\*) printed in the *Address* section indicates the house number was not available on the permit (Figure 2-11).
- # **Incomplete Address** printed in the *Footnotes* section indicates the street name was not on the permit.

Three asterisks indicate the house number was unavailable.		FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	
<b>UNIT/PERMIT LISTING SHEET</b>					
Address <div style="border: 1px solid red; padding: 2px; display: inline-block;">***</div> Maid Marion Ln.					
Post office name <b>Chapel Hill</b>		State <b>NC</b>	ZIP Code	Urban or rural <b>URBAN</b>	
County <div style="text-align: center;">122</div>					

**Figure 2-11:** Identifying an Incomplete BSA on Form 11-3

For most incomplete basic street addresses, you will receive Form 11-187, Permit Sketch Map.



## Permit Sketch Map

The *Permit Sketch Map* (Figure 2-12) was created during an earlier operation. The FR located the new construction site, listed information about the permit address on the PAL, and drew a map on the Form 11-187, Permit Sketch Map to help you locate the structure(s).

FORM 11-187 (10-15-92)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO 35	2. PSU 94566	3. Permit month/year 082004	4. Sequence number 56057821
<b>PERMIT SKETCH MAP</b> Permit Address List Operation				5. Permit office name Buildings Inspection Office			
				6. Locality (Post Office) Chapel Hill		7. County Orange	
				8. State NC	9. ZIP Code 27514	10. Permit number 8624	11. PAL line 2
ATTENTION REGIONAL OFFICE	Keep both copies in the Regional Office files.		12. U/R	13. Field representative name Janet Green			Code L98
Notes							

**Figure 2-12:** Permit Sketch Map for Locating an Incomplete BSA

## How to Correct an Incomplete BSA

1. Line through the original entry and enter the correct entry above it.
2. In the *Footnotes* section, enter **"Obtained Complete Address"** and the date.
3. List units at the address as instructed and interview the current sample units.
4. Prepare an INTER-COMM explaining the update and identifying the steps taken to verify the change.

For **CAPI** surveys, make the appropriate corrections on the Case Management display.





### Scenario

You arrive at 5574 Maid Marion Way and discover that the house number was incorrectly listed. The house number is actually 5547. What procedures should you follow?



### Solution

1. Line-out 5574 on the listing sheet and enter 5547 above it.
2. Enter "**Obtained Complete Address**" and the date in the *Footnotes* section.
3. List the address and conduct the interview.
4. Prepare an INTER-COMM explaining the house number change and identifying the steps taken to verify the change.

Figure 2-13 displays a corrected BSA on *Form 11-3*.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 22	PSU 42833	Segment and suffix 5591	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address <del>5574</del> 5547 Maid Marion Ln.				Permit office name Chapel Hill			
Post office name Chapel Hill		State NC	ZIP Code	Urban or rural URBAN		PAL sequence/Line number 68052271/2	
County 122				Permit number (or BSAID or SPID/GQID) 2209		Combined Address NO	
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample designation (3)	Serial number (4)	Remarks (Reason and date for changes) (5)		
1			522	02			
2							
Multi-units				Listed and updated			
Name of complex				FR code			
Contact person				FR initials			
Telephone number				Month/Year			
Footnotes				Total number of units			
Obtained Complete Address 10/15/2005							
Sheet _____ of _____ Sheets							

Figure 2-13: Correcting the Address on Form 11-13



### *How to Handle an Address You Cannot Locate*

If after exhausting all possible resources you still cannot locate the address, complete the following:

1. Contact your supervisor. If your supervisor tells you to stop trying, enter **"Unable to Locate"** and the date in the *Footnotes* section of the listing sheet.
2. Prepare an INTER-COMM or **CAPI** email message explaining the situation.
3. Report any sample units that use the basic address as **Type A, Non-interview - Unable to Locate**.

### **List the Single Unit Address**

After you locate the single unit basic street address, list the unit by drawing a dash on line 1 of column (2).

### **Verify the Listing**

To verify the listing, ask a household member the following questions:

1. "What is your exact address?" (*Confirm that the address given matches the one printed on the listing sheet.*)
2. "I have listed one unit at (*read the basic address*). Are there other living quarters, either occupied or vacant, at this address?"

For **CAPI** surveys, these verification questions may be contained in the instrument.

### *How to Complete the Listing Sheet*

After listing and verifying the address, enter the following information in the *Listed and Updated* section at the bottom of the listing sheet:

- # Your FR code,
- # Your FR Initials,
- # Month and year, and
- # The total number of units.



**Scenario**

You are assigned 2216 Robin Hood Lane in a new housing development. What procedures should you follow to locate, verify, and complete the listing sheet?

**Solution**

1. Locate 2216 Robin Hood Ln. and list the unit by drawing a dash on line 1 of column (2).
2. Verify the address with a member of the household.
3. Complete the listing sheet (see Figure 2-14).

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 22	PSU 48843	Segment and suffix 4581	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address 2216 Robin Hood Ln.				Permit office name Chapel Hill			
Post office name Chapel Hill	State NC	ZIP Code	Urban or rural URBAN	Permit date of issue Year: 2004, Month: 07, Day: 01		PAL sequence/Line number 36053271/2	
County 122				Permit number (or BSAID or SPID/GQID) 2309		Combined Address NO	
Remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample designation (3)	Serial number (4)	Remarks (Reason and date for...) (5)		
1	—						
2							
<b>Multi-units</b>				<b>Listed and updated</b>			
Name of complex				FR code	A78		
Contact person				FR initials	JPL		
Title				Month/Year	08/05		
Telephone number				Total number of units	1		
Footnotes							
Sheet _____ of _____ Sheets							

**Figure 2-14:** Completing Form 11-3, Unit/Permit Listing Sheet





## Special Listing Situations

While listing your assignment, you may encounter special situations that need to be handled differently. Special listing situations can include the following:

- # Expected a single unit and found a multi-unit.
- # House numbers with suffixes.
- # Fractional addresses.
- # Structures with a range of house numbers.
- # Abandoned permit.
- # Replacements.
- # Construction has not started or is incomplete.
- # Address identifies or was converted to a GQ.

Additional special interviewing situations common to single and multi-units in permit segments are covered in *Lesson 5: Special Interviewing Situations*.



**Module 3.3** in the **Form 11-8, Volume I, Listing and Coverage** manual covers detailed procedures on handling these types of special listing situations.

## Conduct the Interview

After verifying that you are at the correct address and the address is a single unit, conduct the interview.

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 3: Multi-Unit Address Procedures*.



## Lesson 2: Review Exercise

- You are given the following assignment. Using the form and space provided, complete and detail the procedures you should follow to locate, list, and verify the address.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 26	PSU 42833	Segment and suffix 1600	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address *** Little John Lane				Permit office name CHAPEL HILL			
Post office name Chapel Hill	State NC	ZIP Code 24783	Urban or rural URBAN	Permit date of issue Year 2004 Month 08 Day 15			PAL sequence number 68095132/4
County 122				Permit number (or BSAID or SPID/GQID) 2209			Combined address NO
PAL keyed remarks Addresses were unnumbered at the time of initial listing. Blue house, second on the left-hand side of the fire hydrant on Little John Lane							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1							
2							
Multi-units				Listed and updated			
Name of Complex				FR Code			
Contact Person				FR initials			
Title				Month/Year			
Telephone number				Total number of units			

Review Exercise



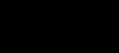


## Test Your Knowledge

2. How is a permit sketch map used?

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3. Identify the following form and explain how it is used:

 U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS 	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
 See instructions on the reverse of copy 2 or 3.	i. Serial number or other identification		j. Sample
<b>Section I</b>	STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)		

---

---

---

4. If you arrive to interview a sample address and the owners have gone out for the afternoon, you can verify the permit number and address with a babysitter.

True \_\_\_\_\_ or False \_\_\_\_\_



## Lesson 2: Answer Key

1.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 26	PSU 42833	Segment and suffix 1600	Survey name CEQ
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 1	
Address *** Little John Lane				Permit office name CHAPEL HILL			
Post office name Chapel Hill	State NC	ZIP Code 24783	Urban or rural URBAN	Permit date of issue Year: 2004, Month: 08, Day: 15		PAL sequence number 68095132/4	
County 122				Permit number (or BSAID or SPID/GQID) 2209		Combined address NO	
PAL keyed remarks Addresses were unnumbered at the time of initial listing. Blue house, second on the left-hand side of the fire hydrant on Little John Lane							
Unit designation (or apartment number)		Sample Designation	Serial Number	Remarks (reason and date for change)			
(1)	(2)	(3)	(4)	(5)			
1	_____						
2							
Multi-units		Listed and updated					
Name of Complex		FR Code	F34				
Contact Person		FR initials	MCG				
Title		Month/Year	09/05				
Telephone number		Total number of units	1				

To complete the assignment:

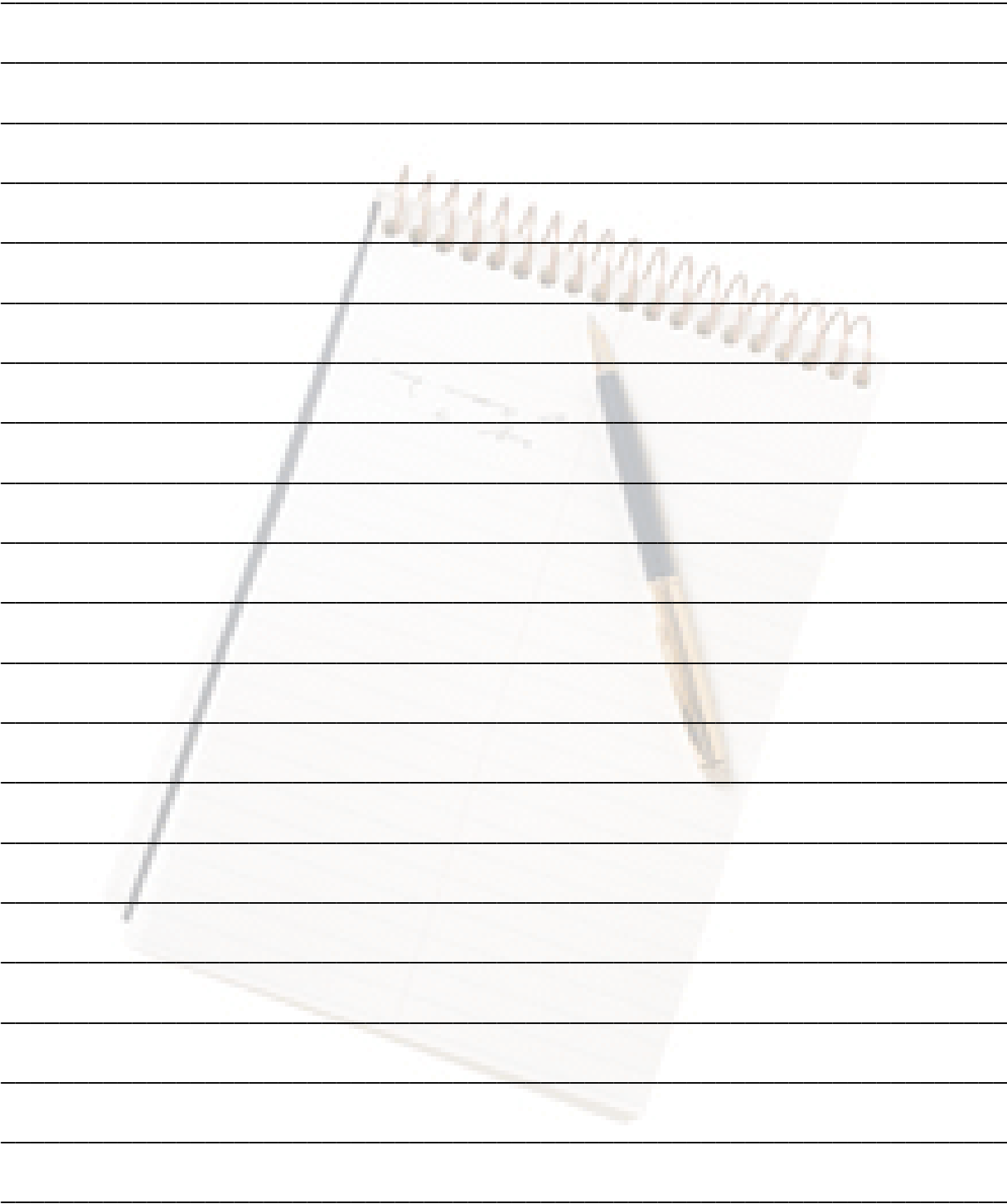
- Locate the general locality of the permit segment using the Post Office name or the Zip code printed on the listing sheet.
- Locate the address using the part of the address that is available (Little John Ln.) and the PAL keyed remarks.
- Enter a dash in Line 1, Column (2).
- Verify the permit number and address with the owner or occupant.
- Complete the listing sheet.



2. A [permit sketch map](#) is used to help locate the sample units in your assignment.
3. The image identifies [Form 11-36, INTER-COMM](#). The INTER-COMM provides a way for you to explain or detail special situations to the RO.
4. False, the babysitter may not know the information and is not considered a [reliable resource](#).



## Notes and Comments



## Lesson 3: Multi-Unit Address Procedures

---

Objectives for this Lesson:

- # Identify and define the resources available for working with multi-unit addresses.
- # Outline the procedures for locating, listing, and verifying multi-unit addresses.
- # Describe how to complete the listing sheet.
- # Identify special interviewing situations.



## Resources for Working with a Multi-Unit Address

### Resources

The following resources are available when you are working with multi-unit addresses in a permit segment:



- # Segment Folder.
- # Laptop Case Management Display and Instrument for **CAPI** surveys.
- # Control Card and/or Survey Questionnaire for **PAPI** surveys.
- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-187, Permit Sketch Map for Incomplete BSAs.

### Additional Resources

- # Form 11-36, INTER-COMM.
- # Automated Listing and Mapping Instrument (ALMI).

### Segment Folder

The *segment folder* (Figure 3-1) is provided for each assigned permit segment and contains the materials needed to complete your assignment.

When a permit segment needs to split into many segments, each segment folder will carry the same 4-digit segment number, plus a unique letter suffix. For example, if permit segment 1301 was split into two segments, one would carry segment number 1301A and the other would carry 1301B.





SEGMENT FOLDER					CPS
DATE					
	MO/YR	MO/YR	MO/YR	MO/YR	
REDUCED					RO SAMPLE ZIP PLACE/MCD COUNTY
REINSTATED					PSU ESC TEA
REASSIGNED					SEG# PAN/ROT P/N
REMARKS					SEGTYPE QTR U/R
					SUR STR SSG
					SPECIAL INSTRUCTIONS
					PSU
					SEG

Figure 3-1: Segment Folder

*Laptop Case Management Display and Interview Instrument*

The *Laptop Case Management Display* (Figure 3-2) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the sample address and corresponding identification information.

The screenshot displays the 'Case Management' software interface. At the top, the title bar reads 'Case Management SURVEY: CEQ ASSIGNMENT PERIOD: 200110'. Below the title bar is a menu bar (File, Edit, View, Actions, Help) and a toolbar with various icons. The main window is titled 'Case Management - Case List' and contains a table with the following columns: Control Number, Address, Place Name/City, Zip, Appointment, Status, Telephone#, Int #, and Route. The table lists several cases, including those in OROVILLE, CHICO, and HOLLYWOOD. Below the table, there is an 'Assignment' section with fields for Control Number (120571196), Int Period (2001/10), Case ID (00000014), Int # (01), Conf Refusal (No), Outcome (200), Seq Type (GQ Flag IN), Status, Respondent, Correspondent, Phone # (1), Best Time (00), Best Time Spec, Appointment (00/00/0000 00:00), Callback, Sunday OK? (OK), P/T, ADDRESS (House # 10363, City TAMPA, Street CHADBOURNE DR, State FL, Unit, Zip 33624), Physical Location, MAILING (House #, Sfx, Street, Unit), and Row 14 of 33.

Figure 3-2: Case Management Display



## Control Card and Survey Questionnaire

The *control card* (Figure 3-3) and *survey questionnaire* (Figure 3-4) are used when conducting **PAPI** interviews. Each BSA has a control card that displays the sample address and the corresponding identification information.

P G M 2	1	SAMPLE		2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet __, line __)							
PLACE						STATE	ZIP CODE
6b What is your exact address? <input type="checkbox"/> Same (Make corrections to address above.)							
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code							
6d GQ Name						Type Code	Sample No.

Figure 3-3: Control Card

<p><b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.</p>					
BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD					
Sample (cc item 1)	Control number (cc item 2)				HH No. (cc item 3)
	PSU	Segment	CK	Serial	
J _____					

Figure 3-4: Survey Questionnaire



## Form 11-3, Unit/Permit Listing Sheet

A Unit/Permit Listing Sheet (Figure 3-5) is included for multi-unit basic street addresses. It includes the sample addresses and corresponding identification information.

FORM 11-3 (6-11-2001)				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU				RO	PSU	Segment and suffix		Survey name
<b>UNIT/PERMIT LISTING SHEET</b>								Type of segment		Expected number of units		
Address								Permit office name				
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number				
					Year	Month	Day					
County								Permit number (or BSAID or SPID/GQID)			Combined address	
PAL keyed remarks												
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)						
1												
2												
3												
<b>Multi-units</b>								<b>Listed and updated</b>				
Name of Complex								FR Code				
Contact Person								FR initials				
Title								Month/Year				
Telephone number								Total number of units				
Footnotes												
Sheet <u>1</u> of <u>1</u> Sheets												

Figure 3-5: Form 11-3, Unit/Permit Listing Sheet



Form 11-187, Permit  
Sketch Map

The *Permit Sketch Map* (Figure 3-6) is provided to help you locate incomplete BSAs. The map was created during an initial listing by a Field Representative (FR) to help you locate the assignment.


FORM 11-187 (10-15-92)	U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO 35	2. PSU 94566	3. Permit month/year 082004	4. Sequence number 56057821
<b>PERMIT SKETCH MAP</b> <b>Permit Address</b> <b>List Operation</b>			5. Permit office name <b>Buildings Inspection Office</b>			
			6. Locality (Post Office) <b>Chapel Hill</b>		7. County <b>Orange</b>	
			8. State <b>NC</b>	9. ZIP Code <b>27514</b>	10. Permit number <b>8624</b>	11. PAL line <b>2</b>
			12. U/R <b>Janet Green</b>			Code <b>L98</b>
ATTENTION REGIONAL OFFICE		Keep both copies in the Regional Office files.				

Notes

**Figure 3-6: Form 11-187, Permit Sketch Map**

### Additional Resources

Form 11-36, *INTER-COMM* (Figure 3-7) provides you with a way to communicate and explain special circumstances to the RO.

Form 11-36 (11-17-99)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field          COMMunication</b>	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
 See instructions on the reverse of copy 2 or 3.	i. Serial number or other identification		j. Sample
<b>Section I</b>	STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)		

**Figure 3-7: Figure 11-36, INTER-COMM**

*Automated Listing and Mapping Instrument (ALMI)* is a software package provided on your laptop. It is used to display Census county maps to help you locate a sample unit. The ALMI is read-only at the time of interview, meaning that you cannot make changes or corrections. Figure 3-8 provides an example of the county map.

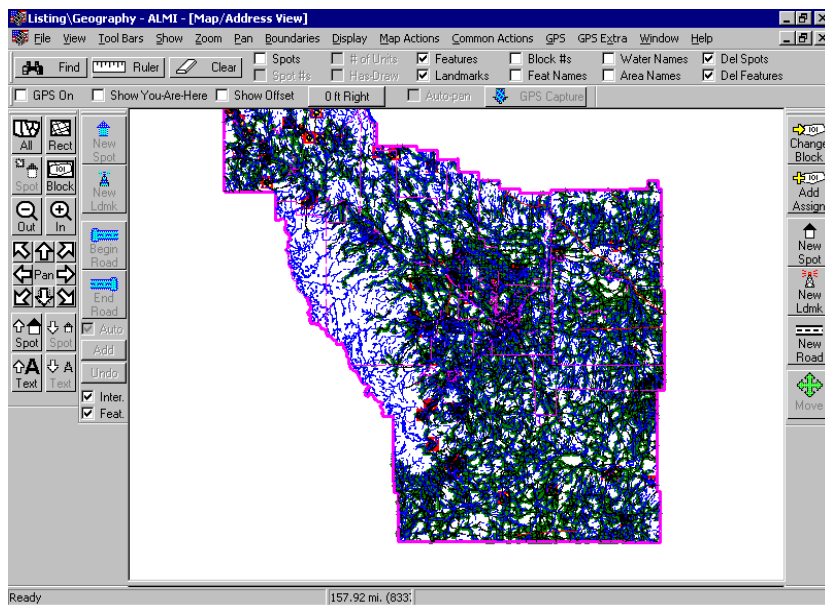


Figure 3-8: Census County Map



## Multi-Unit Address Procedures

### Overview

For multi-unit addresses, your assignment may involve locating, listing, verifying, and interviewing multi-unit addresses.

### Locate the Permit Segment

To find the general location of a permit segment, use the ZIP Code and the Post Office or Permit Office names that are displayed on the Case Management display screen or printed in the heading of the listing sheet (Figure 3-9).

The Post Office name, ZIP Code, and Permit office name can be used to locate the permit segment.

FORM 11-3 (6-11-2006)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 27	PSU 57837	Segment and suffix 9683	NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 10	
Address 555 Maid Marion Ln.				Permit office name Buildings Inspection Office			
Post office name Richmond	State VA	ZIP Code 21840	Urban or rural URBAN	Permit date of issue Year: 2006, Month: 10, Day: 06			PAL sequence number 98054243/2
County				Permit number (or BSAID or SPID/GQID) 5309			Combined address NO

Figure 3-9: Locating the Permit Segment Using Form 11-3



## Locate the Multi-Unit Address

The complete BSA is displayed on the Case Management display screen or preprinted in the heading of the listing sheet.

Use the following information displayed on the Case Management display screen or listing sheet to help you locate the BSA (Figure 3-10):

- # Address
- # PAL keyed remarks
- # Permit number
- # Expected number of units

The Address, Expected number of units, Permit number and PAL keyed remarks can be used to locate the address.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO	PSU	Segment and suffix	
				27	57837	9683	NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 10	
Address 555 Maid Marion Ln.				Permit office name Buildings Inspection Office			
Post office name Richmond	State VA	ZIP Code 21840	Urban or rural URBAN	Permit date of issue Year 2006 Month 10 Day 06		PAL sequence number 98054243/2	
County				Permit number (or BSAID or SPID/GQID) 5309		Combined address NO	
PAL keyed remarks Leemann Construction / Lot 11							

Figure 3-10: Locating the BSA Using Form 11-3



*Using PAL Keyed Remarks*

When the permit information was listed earlier, the FR may have included helpful information to locate the address, such as a lot or block number, or the name of the builder. Any remarks are printed in the *PAL keyed remarks* section of the listing sheet.

*Using the Permit Number*

While trying to locate a basic street address, whether complete or incomplete, refer to the permit number and date of issue shown in the heading of the listing sheet.

If the owner or occupant of the structure isn't sure it was built under the permit, contact the builder.

If the builder is not shown in the *PAL keyed remarks* of the listing sheet, contact your RO, who may be able to identify the builder from the original PAL.

If the builder can't be contacted, or for some reason can't verify what was built under the permit, the RO may instruct you to contact the permit office, shown at the top of the listing sheet. Or, the RO may refer the problem to the FR who did the original PAL.

*Using the Expected Number of Units*

When trying to locate a basic street address, complete or incomplete, use the *Expected number of units* section shown in the heading of the listing sheet as a guide to the size of structure you are trying to locate.

*Example*

If the *Expected number of units* is 10, when you inquire you might ask, "I'm looking for a multi-unit at (address)." Then refer to the permit number and the date of issue.





## Incomplete BSA

An incomplete BSA can be identified using one or both of the following:

- # Three asterisks (\*\*\*) printed in the *Address* section indicates the house number was not available on the permit (Figure 3-11).
- # **Incomplete Address** printed in the *Footnotes* section indicates the street name was not on the permit.

Three asterisks indicate the house number was unavailable.		FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	
<b>UNIT/PERMIT LISTING SHEET</b>					
Address <div style="border: 1px solid red; padding: 2px; display: inline-block;">***</div> Friar Tuck Ln.					
Post office name <b>Virginia Beach</b>		State <b>VA</b>	ZIP Code	Urban or rural <b>URBAN</b>	
County <div style="text-align: center;">122</div>					

**Figure 3-11:** Identifying an Incomplete BSA on Form 11-3

For most incomplete basic street addresses, you will receive Form 11-187, Permit Sketch Map.



## Permit Sketch Map

The *Permit Sketch Map* (Figure 3-12) was created during an earlier operation. The FR located the new construction site, listed information about the permit address on the PAL, and drew a map on the Form 11-187, Permit Sketch Map to help you locate the structure(s).

FORM 11-187 (10-15-92)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		1. RO 35	2. PSU 94566	3. Permit month/year 082004	4. Sequence number 56057821
<b>PERMIT SKETCH MAP</b> Permit Address List Operation				5. Permit office name Buildings Inspection Office			
				6. Locality (Post Office) Chapel Hill		7. County Orange	
				8. State NC	9. ZIP Code 27514	10. Permit number 8624	11. PAL line 2
ATTENTION REGIONAL OFFICE	Keep both copies in the Regional Office files.			12. U/R	13. Field representative name Janet Green		Code L98
Notes							

**Figure 3-12: Permit Sketch Map for Locating an Incomplete BSA**



*How to Correct an Incomplete BSA*

1. Line through the original entry and enter the correct entry above it.
2. In the *Footnotes* section, enter "**Obtained Complete Address**" and the date.
3. List units at the address as instructed and interview the current sample units.
4. Prepare an INTER-COMM explaining the update and identifying the steps taken to verify the change.

For **CAPI** surveys, make the appropriate corrections on the Case Management display.

*How to Handle an Address You Cannot Locate*

If after exhausting all possible resources you still cannot locate the address, complete the following:

1. Contact your supervisor and if your supervisor tells you to stop trying, enter "**Unable to Locate**" and the date in the *Footnotes* section of the listing sheet.
2. Prepare an INTER-COMM or **CAPI** email message explaining the situation.
3. Report the sample unit as **Type A, Non-interview - Unable to Locate**.



## List the Units

Multi-units in permit segments may or may not have unit designations (some form of numbering or lettering identification). Listing procedures vary depending on whether the units have these designations.

### *Listing Multi-Units with Unit Designations*

Multi-units with unit designations have some form of numbering or lettering identifications, and the only unnumbered units are basement or penthouse apartments.

After locating all the units in the structure, complete the following using Form 11-3, Unit/Permit Listing Sheet:

1. List one unit per line in column (2) of the listing sheet starting with any unnumbered basement units.
2. List each unit starting with the lowest and working up to the highest.
3. List any unnumbered penthouse apartments.

### *Listing Multi-Units without Unit Designations*

Multi-units without unit designations do not have any form of numbering or lettering identifications.

To list multi-units without unit designations:

- # Identify all the units in the structure starting with the lowest floor and working up to the highest.
- # Enter a unique unit description for each unit in column (2) of the listing sheet. Do not skip any lines as you list unit descriptions.



**Example** The following listing sheet (Figure 3-13) identifies a two-story structure with three apartments on each floor:

Line No. (1)	Unit designation (or apartment number) (2)	Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)
1	1 <sup>st</sup> Floor A	Y01	01	
2	1 <sup>st</sup> Floor B	Y01	02	
3	1 <sup>st</sup> Floor C	Y01	03	
4	2 <sup>nd</sup> Floor A	Y02	04	
5	2 <sup>nd</sup> Floor B	Y02	05	
6	2 <sup>nd</sup> Floor C	Y02	06	

**Figure 3-13: Listing Multi-Units without Unit Designations**

## Verify the Listing

Verify the listing by asking a knowledgeable person, such as a building superintendent, manager, rental agent, or similar type of person the following questions:

1. "What is your exact address?" (*Confirm that the address given matches the one printed on the listing sheet.*)
2. "I have listed apartments \_\_\_\_ through \_\_\_\_ at (*read the basic address*).
3. "Have I listed any units that are not used as listing quarters (*pause*)? Have I missed any living quarters, occupied or vacant, which use the basic address (*read the basic street address*)?"

For **CAPI** surveys, these verification questions may be contained in the instrument.



### *How to Complete the Listing Sheet*

After listing and verifying the address, enter the following information in the *Listed and Updated* section at the bottom of the listing sheet:

- # Your FR code,
- # Your FR initials,
- # Month and year, and
- # The total number of units.



#### *Scenario*

Your assignment includes the Kingstown Apartments, which has six apartments A-F. You have located the address, what procedures should you follow to list, verify, and complete the listing sheet?



#### *Solution*

1. List one unit per line in column (2) of the listing sheet starting with any unnumbered basement units.
2. Verify the address and number of units with the resident director.
3. Complete the listing sheet (Figure 3-14).



FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO 52	PSU 56943	Segment and suffix 7682	Survey name NHIS
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment PERMIT		Expected number of units 6	
Address 5498 Prince John Way				Permit office name Oklahoma City			
Post office name Oklahoma City	State OK	ZIP Code	Urban or rural URBAN	Permit date of issue Year 2002 Month 05 Day 015		PAL sequence/Line number 86052231/2	
Step 1 524				Permit number (or BSAID or SPID/GQID) 9308		Combined Address NO	
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample designation (3)	Serial number (4)	Remarks (Reason and date for changes) (5)		
1	Apartment A						
2	Apartment B						
3	Apartment C						
4	Apartment D						
5	Apartment E						
6	Apartment F						
7							
8							
Multi-units				Listed and updated			
Name of complex				FR code	C29		
Contact person				FR initials	LFL		
Title				Month/Year	10/04		
Telephone number				Total number of units	6		
Footnotes							

Step 2

Figure 3-14: Completed Listing Sheet

### How to Prepare Additional Listing Sheets

If a multi-unit address requires additional listing sheets, you will need to continue listing the address on a blank Unit/Permit Listing Sheet.

Complete the following procedures when preparing an additional listing sheet:

1. Copy all heading items from the preprinted listing sheet.
2. Complete the *Sheet \_\_\_\_ of \_\_\_\_ Sheets* line at the bottom of each additional listing sheet that you complete for an address, and correct the numbers on the preprinted listing sheets.
3. Contact your supervisor for sampling instructions.



## Verify the Expected Number of Units

Ensure that the number of units you listed matches the number preprinted in the *Expected number of units* section on the listing sheet.

If the builder has more than one building permit for the address, the number will include intended units from all permits issued for the address.



Whenever there are fewer or additional units than the number entered, the difference must be explained. Detailed procedures are covered in **Module 3.4** of your **Volume I, Form 11-8, Listing and Coverage** manual.

## Special Situations

While listing or verifying your assignment, you may encounter special situations that need to be handled differently. Special situations can include the following:

- # Combined addresses.
- # Fewer units than the expected number of units.
- # More units than the expected number of units.
- # Structures with a range of house numbers.

Additional special interviewing situations common to single and multi-units in permit segments are covered in *Lesson 5: Special Interviewing Situations*.



**Module 3.4** in the **Volume I, Form 11-8, Listing and Coverage** manual covers detailed procedures on handling these types of special listing situations.





## Conduct the Interview

After locating, listing, and verifying the permit address and units, conduct the interview.

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 4: Identical Addresses*.



## Lesson 3: Review Exercise

- Your assignment is to locate, list, and verify units 1001 - 1006 at the new Sherwood Forest apartment complex. Using the listing sheet and space provided, complete and detail the procedures you should follow.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>15</b>	PSU <b>31790</b>	Segment and suffix <b>1300</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>6</b>	
Address <b>237 Maid Marion Way</b>				Permit office name <b>Chapel Hill</b>			
Post office name <b>Chapel Hill</b>	State <b>NC</b>	ZIP Code <b>24783</b>	Urban or rural <b>URBAN</b>	Permit date of issue Year <b>2004</b> Month <b>06</b> Day <b>15</b>			PAL sequence number <b>65043283/6</b>
County <b>130</b>				Permit number (or BSAID or SPID/GQID) <b>4506</b>			Combined address <b>NO</b>
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1							
2							
3							
4							
5							
6							
<b>Multi-units</b>				<b>Listed and updated</b>			
Name of Complex				FR Code			
Contact Person				FR initials			
Title				Month/Year			
Telephone number				Total number of units			
Footnotes							
Sheet 1 of 1 Sheets							



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2. Detail the procedures you would follow if you went to complete the above assignment and there wasn't enough available space on the listing sheet?

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3. What indicates an incomplete basic street address on the listing sheet?

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4. Verify the multi-unit address information with a tenant.

True \_\_\_\_\_ or False \_\_\_\_\_



## Lesson 3: Answer Key

1.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>15</b>	PSU <b>31790</b>	Segment and suffix <b>1300</b>	Step E Site name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>6</b>	
Address <b>237 Maid Marion Way</b>				Permit office name <b>Chapel Hill</b>			
Post office name <b>Chapel Hill</b>		State <b>NC</b>	ZIP Code <b>24783</b>	Urban or rural <b>URBAN</b>		Permit date of issue Year <b>2004</b> Month <b>06</b> Day <b>15</b>	
PAL sequence number <b>65043283/6</b>		Country <b>130</b>				Permit number (or BSAID or SPID/GQID) <b>4506</b>	
Combined address <b>NO</b>		PAL keyed remarks					
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)	
1	Unit 1001						
2	Unit 1002						
3	Unit 1003						
4	Unit 1004						
5	Unit 1005						
6	Unit 1006					Step G	
<b>Multi-units</b>				<b>Listed and updated</b>			
Name of Complex				FR Code	M54		
Contact Person				FR initials	LMC		
Title				Month/Year	10/05		
Telephone number				Total number of units	6		
Footnotes							
Sheet 1 of 1 Sheets							

Answer Key



To complete the assignment:

- a. [Locate the general area of the permit segment](#) using the Post Office name or Zip Code.
- b. [Locate the structure](#) using the address provided in the *Address* block.
- c. [Locate the units](#) 1001 - 1009.
- d. [List each unit](#) in column (2) starting with unit 1001 and working up to 1006.
- e. [Verify that the actual number of units](#) matches the number of expected units in the *Expected number of units* block.
- f. [Verify the exact address](#) and number of units by asking a knowledgeable person.
- g. [Complete the listing sheet](#).

2. To complete the assignment:

- a. [Prepare an additional listing sheet](#) by copying all heading items from the preprinted listing sheet.
- b. Complete the *Sheet \_\_\_\_ of \_\_\_\_ Sheets* line at the bottom of each additional listing sheet that you complete for an address, and correct the numbers on the preprinted listing sheets.
- c. Contact your supervisor for sampling instructions.

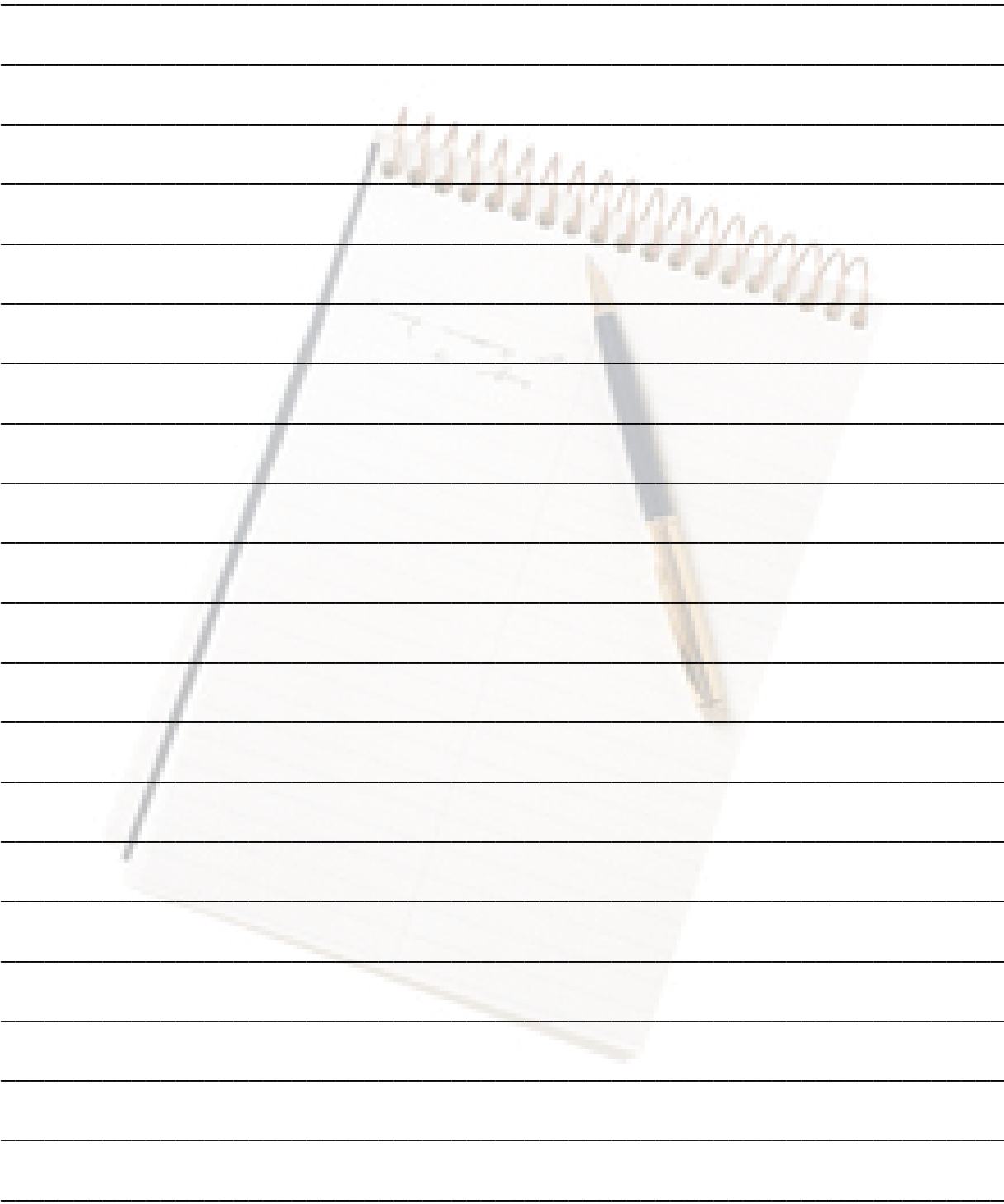
3. The following would identify an [incomplete address](#):

- # Three asterisks (\*\*\*) printed in the *Address* block indicates the house number was not on the permit.
- # **Incomplete Address** printed in the *Address* block indicates the street name was not on the permit.

4. False, you would only [verify the multi-unit address](#) with a tenant if that tenant is a building superintendent, manager or rental agent.



## Notes and Comments



## Lesson 4: Identical Address Procedures

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Objectives for this Lesson:

- # Define identical address.
- # Identify the procedures for locating, verifying, and interviewing an identical address.
- # Identify special interviewing situations.



## Identical Address Procedures

### What is an Identical Address?

An *identical address* is a basic address for a multi-unit structure that is selected for more than one survey.

#### Example

Units 1 and 2 of 101 Main Street are selected for the SIPP survey and units 3, 4, and 5 of 101 Main Street are selected for the NHIS survey. The address is considered an identical address.

### Overview

For identical addresses, your assignment may involve listing, verifying, and interviewing.

### Resources

The same resources provided for working with multi-unit addresses are provided when working with identical addresses.



- # Segment Folder.
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and/or Survey Questionnaire for **PAPI** surveys.
- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-187, Permit Sketch Map for Incomplete BSAs.
- # Form 11-36, INTER-COMM.
- # Automated Listing and Mapping Instrument (ALMI).

### Additional Resource

For detailed definitions of the above resources, see *Lesson 3: Multi-Unit Address Procedures*.





## List the Identical Address

For identical addresses, the FR who is assigned to the survey that comes into sample first, is responsible for the initial listing of the address. If you are assigned an identical address after the initial listing, you will receive a photocopy of the initial listing sheet.

## Check the Footnotes Section

If an assigned address was in earlier segments or surveys, you will see "*Also in: (survey acronym, sample designation, segment number)*" in the *Footnotes* section of the listing sheet (Figure 4-1).

If you see the *Also in:* note, do not verify the accuracy of the listing unless directed to do so by your RO.

Footnotes
Also in CPS, 2203/4, 7822
Sheet <u>1</u> of <u>1</u> Sheets

**Figure 4-1:** Identifying an Identical Address

## Verify the Identical Address

When you are working with AHS-MS and AHS-N surveys, your assignment may include verifying the original listing. This ensures that any new or missed units will have a chance to be selected for the interview. Most surveys that use permit segments do not require verification; however, the AHS-MS and AHS-N surveys are exceptions to this rule.



*How to Verify the  
Identical Address  
Listing for AHS-MS  
and AHS-N Surveys*

1. Identify the units of the structure using the address provided on the listing sheet or Permit Sketch Map.
2. Make sure that each unit you locate at the address is entered on the listing sheet.
3. If corrections need to be made, verify the changes with a knowledgeable person. Try reaching the contact person on the listing sheet before using other resources.

Listing information is confidential, do not show it to anyone else.

4. If you cannot reach the contact person and someone else verified your corrections, enter the following information in the *Footnotes* section of the listing sheet:
  - a. **Changes verified by...** (name and title of verifier).
  - b. Verifier's telephone number.
  - c. The date.

*Incorrect Initial  
Listing*

After verifying a listing, you may need to correct the listing by:

- # Correcting unnumbered or unlettered units,
- # Adding units to the initial listing,
- # Accounting for units that no longer exist or that were listed in error, or
- # Relisting due to extensive changes.



Detailed procedures are covered in [Module 3.5](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



### How to Complete the Listing Sheet

After listing and verifying the address, enter the following information in the *Listed and Updated* section at the bottom of the listing sheet:

- # Your FR code,
- # Your FR initials,
- # Month and year, and
- # The total number of units at the basic street address.



#### Scenario

Units 2126-A, 2126-B, and 2126-C at Huntington Ridge Drive have been selected for the SIPP and CPS surveys. What procedures must be completed to verify the units?



#### Solution

1. Locate the address and identify the units using the listing sheet and Permit Sketch Map.
2. Ensure that each unit you locate at the address is on the listing sheet.
3. Make any corrections in the *Footnotes* section of the listing sheet as required.
4. Complete the listing sheet.

### Conduct the Interview

Once you have listed and verified the address, interview each unit that has a *current sample designation* in column (3).



## Special Situations

While completing your assignment, you may encounter special situations that need to be handled differently. Special situations can include the following:

- # Remodeled addresses
- # Merged units



**Module 3.5** of your **Form 11-8, Volume I, Listing and Coverage** manual covers detailed procedures on handling these types of special listing situations.

Additional special interviewing situations common to single and multi-units in permit segments are covered in *Lesson 5: Special Interviewing Situations*.

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 5: Special Interviewing Situations*.



## Lesson 4: Review Exercise

1. What is an identical address?

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2. The Regency Square Apartments were previously in sample for CPS and units 101-115 were listed. This apartment building is currently included in the AHS-MS. You discover the units have been renumbered and are now 1001-1015. Using the space provided detail the procedures required to complete the assignment.

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3. If Gloria Brown, the contact person listed for Regency Square apartments, wasn't available to verify the renumbered units and you verified the units with the custodian, what information do you need to include on the listing sheet?

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4. Once you have listed and verified all units, interview all units listed in column (2) of the listing sheet that have a current sample designation printed in column (3).

True \_\_\_\_\_ or False \_\_\_\_\_

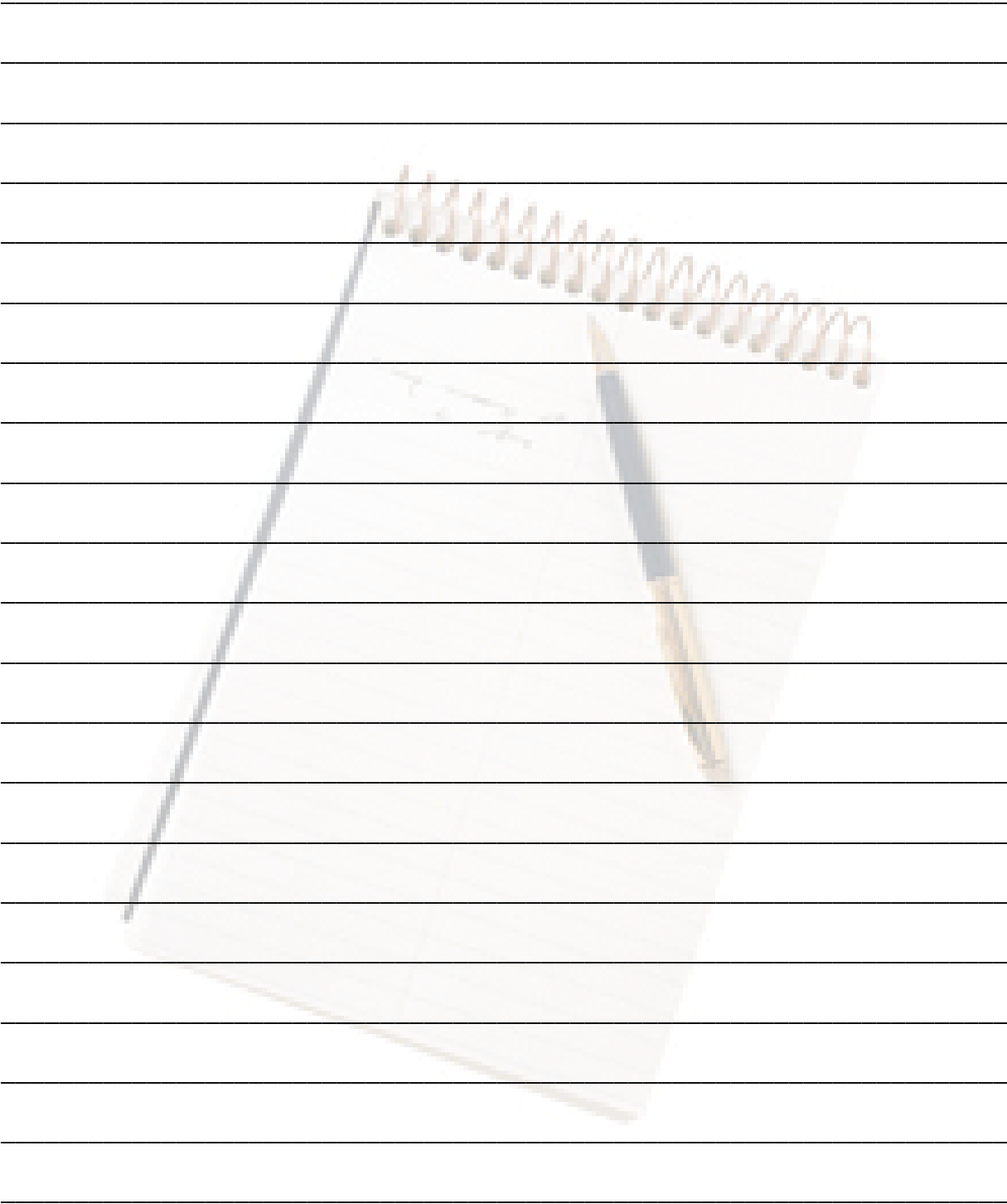


## Lesson 4: Answer Key

1. An *identical address* is a basic address for a multi-unit structure that is selected for more than one survey.
2. To complete the assignment:
  - a. Verify the renumbered units with the contact person.
  - b. Cross out the unit numbers listed and write the new numbers above.
  - c. Complete the listing sheet including the date you made the changes in the *Footnotes* section of the listing sheet.
3. The name and title of the verifier, verifier's telephone number, and the date you made the *changes*.
4. True.



## Notes and Comments



## Lesson 5: Special Interviewing Situations

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Objective for this Lesson:

- # Define and outline procedures for incomplete addresses, EXTRA units, splits, mergers, replacements, and additional units.





## Special Interviewing Procedures

### Overview

This lesson is intended to provide you with an overview of special interviewing situations. Detailed definitions and additional step-by-step instructions are covered during your training and in the [Form 11-8, Volume I, Listing and Coverage](#) manual.

### What are EXTRA Units?

EXTRA units:

- # Are discovered by chance during an interview or when asking the household coverage questions.
- # Would not otherwise have a chance of being selected for a sample.
- # Are within the same structure and use the same house number and street name as the sample unit being interviewed.

Multi-units in the permit segment do not have EXTRA units. If a multi-unit has more units than expected, they are considered *additional units*.

### Example

If you arrive at 22 King St. and discover that the owner has converted the basement into an apartment, the apartment is considered an EXTRA unit.



Detailed procedures for handling EXTRA units in the area segment are covered in [Module 3.6](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



## What is a Split?

A *split* occurs when a sample unit splits and forms two different units.

### *Example*

You arrive at Deer Run Apartments and discover that the structure originally had 6 apartments. Soon after construction was complete, the owners had renovations done to create additional apartments to meet the demand. The two largest rooms were split into separate units.

## *How to Handle Splits*

When a split is found in a **single unit** address, follow the procedures for EXTRA units.

When a split is found in a **multi-unit** address, interview all of the new units unless the unit designations already appear on the listing sheet.

## What are Additional Units?

*Additional units* are found in the permit segment when you are listing the multi-unit and find more units than originally expected.

### *Example*

You have located the sample address and discover that the number of units displayed in the *Expected number of units* section of the listing sheet does not match the actual number of units at the address.

If the owners of the Deer Run Apartments in the example above added units during construction instead of renovating after construction was completed, the units are considered additional units.

## *How to Handle Additional Units*

1. Check to see if any of the additional units fall on the lines with the current sample designation.
2. Add those units to your assignment and interview them.



## What is a Merger?

A *merger* is a unit that is the result of combining two or more unit addresses to form one unit address. A merger could involve two single-family homes, or two or more apartments in a multi-unit structure.

### *Example*

You are conducting an interview at 67A Cedar Ln. and discover that the owner has renovated. Unit 67A has been combined with Unit 67B. This is considered a merger.



Detailed procedures for handling mergers in the permit segment are covered in **Module 3.6** of your **Form 11-8, Volume I, Listing and Coverage** manual.

## What is a Replacement?

*Replacements* are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

### *Example*

Mr. Smith lived in a tin roof house on two acres of land. He built a new house in its place and when construction was completed, he demolished the old house. If the house uses the same address as the current sample unit, it is considered a replacement.

## *How to Handle Replacements*



Detailed procedures for handling replacements are covered in of your **Form 11-8, Volume I, Listing and Coverage** manual.

## Review Exercise



Complete the review exercise prior to proceeding to the *Final Review Exercise*.



## Lesson 5: Review Exercise

1. During the course of an interview at 251 Tulip Ln., you discover that the owner has renovated the first and second floors into separate apartments. Would the resulting unit be considered a split or an EXTRA unit? Why?

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2. What procedures should you follow for handling the two additional apartments you discovered at Cambridge Arms?

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3. You arrive at Maple Glen apartments and discover the penthouse apartment has been remodeled into two separate apartments, and the penthouse no longer exists. How is this situation defined and what procedures should you follow?

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## Review Exercise

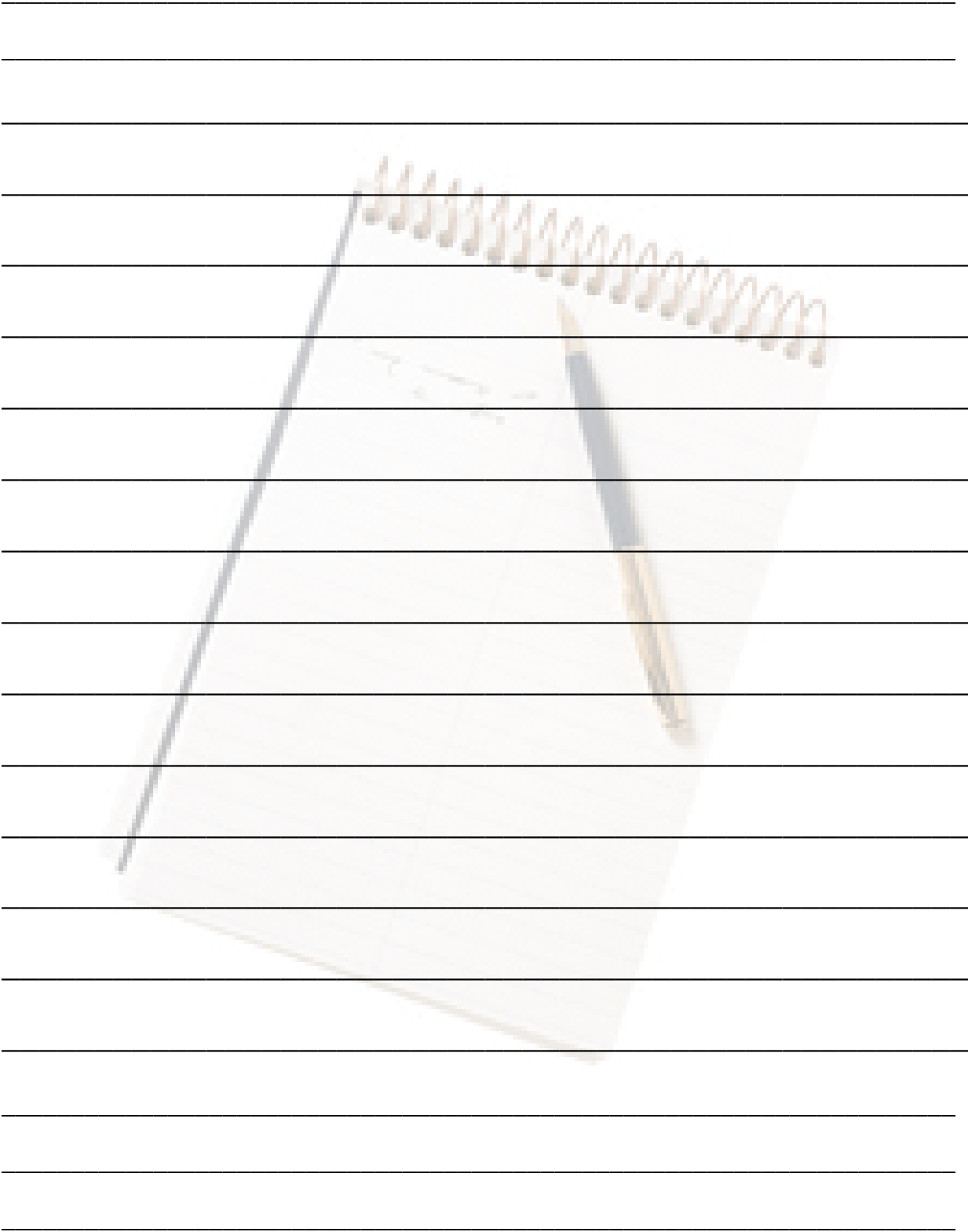


## Lesson 5: Answer Key

1. The resulting unit would be considered an **EXTRA** unit because:
  - # It was discovered by chance.
  - # It is within the same house.
  - # It is using the same house number and street name.
2. Check to see if the **additional units** fall on the lines with the current sample designation. If they do, add them to your assignment and interview them as well.
3. The situation is defined as a **split**, and because the split occurred at a multi-unit address, you interview both new apartments.



## Notes and Comments



### Final Review Exercise

1. Match the corresponding terms with the appropriate situation.

_____	Housing Unit	A. During the course of the interview, you discover that the owner has converted her basement into an apartment.
_____	EXTRA Unit	B. A living quarters where occupants share common facilities or receive authorized care.
_____	GQ	C. The apartments at Eden Villa have been remodeled and the penthouse apartment included in your assignment is now three apartments.
_____	Replacement	D. A living quarter such as a house, apartment, mobile unit, which can be occupied or intended for occupancy.
_____	Split	E. You arrive at 215 Green Acres Ln. and discover that the old farm house where Mr. Smith lived while building his new house is no longer there. He has completed building the new house and demolished the farm.

2. A permit sketch map is provided to help you locate incomplete single unit address.

True \_\_\_\_\_ or False \_\_\_\_\_

3. The Biltwell Development company has three building permits for construction on the Ridgeview Terrace Townhouse and Apartment complex. All the units for each permit are included in the *Expected number of units* section of the listing sheet.

True \_\_\_\_\_ or False \_\_\_\_\_



# Test Your Knowledge

4. The address in your assignment did not have street name when the permit was issued; however, when you arrive to conduct the interview you see that the street has been assigned a name: Maid Marion Ln. The house was also assigned number 2525. Using the form and the space provided, correct the incomplete address.

FORM 11-3 U.S. DEPARTMENT OF COMMERCE (6-11-2001) Economics and Statistics Administration U.S. CENSUS BUREAU				RO <b>11</b>	PSU <b>51792</b>	Segment and suffix <b>1100</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>1</b>	
Address ***				Permit office name <b>Chapel Hill</b>			
Post office name <b>Chapel Hill</b>	State <b>NC</b>	ZIP Code <b>24783</b>	Urban or rural <b>URBAN</b>	Permit date of issue			PAL sequence number
				Year <b>2004</b>	Month <b>08</b>	Day <b>10</b>	<b>95053273/1</b>
County <b>130</b>				Permit number (or BSAID or SPID/GQID) <b>4506</b>			Combined address <b>NO</b>
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1							
2							
3							
4							
5							
6							
<b>Multi-units</b>				<b>Listed and updated</b>			
Name of Complex				FR Code			
Contact Person				FR initials			
Title				Month/Year			
Telephone number				Total number of units			
Footnotes							
Sheet 1 of 1 Sheets							





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5. What procedures would you have followed if you had not been able to locate the address used in question number 5?

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6. How can you identify an identical address in a sample multi-unit address?

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## Final Review Answer Key

1.     D Housing Unit  
      A EXTRA  
      B Group Quarter  
      E Replacement  
      C Split
2.     True, [Permit Sketch Maps](#) are provided to help you locate incomplete addresses and multi-unit samples as well.
3.     True, the [total number of units](#) for all three permits is included in the *Expected number of units* section on the listing sheet.



4.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO <b>11</b>	PSU <b>51792</b>	Segment and suffix <b>1100</b>	Survey name <b>NHIS</b>
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment <b>PERMIT</b>		Expected number of units <b>1</b>	
Address <b>2525 Maid Marion Ln.</b>				Permit office name <b>Chapel Hill</b>			
Post office name <b>Chapel Hill</b>	State <b>NC</b>	ZIP Code <b>24783</b>	Urban or rural <b>URBAN</b>	Permit date of issue Year <b>2004</b> Month <b>08</b> Day <b>10</b>			PAL sequence number <b>95053273/1</b>
County <b>130</b>				Permit number (or BSAID or SPID/GQID) <b>4506</b>			Combined address <b>NO</b>
PAL keyed remarks							
Line No. (1)	Unit designation (or apartment number) (2)		Sample Designation (3)	Serial Number (4)	Remarks (reason and date for change) (5)		
1							
2							
3							
4							
5							
6							
<b>Multi-units</b>				<b>Listed and updated</b>			
Name of Complex				FR Code			
Contact Person				FR initials			
Title				Month/Year			
Telephone number				Total number of units			
Footnotes <b>Incomplete Address</b>				<b>Obtained Complete Address 10/06</b>			
Sheet 1 of 1 Sheets							

- Line through the asterisks and enter **2525 Maid Marion Ln.** in the *Address* section.
- Enter "**Obtained Complete Address**" and the date in the *Footnotes* section.
- Correct the address on the control card or survey questionnaire.



5. To complete the assignment:
  - a. Contact your supervisor and explain that you are unable to locate the address. If your supervisor tells you to stop trying, enter **Unable to Locate** and the date in the *Footnotes* section of the listing sheet.
  - b. Prepare an INTER-COMM or **CAPI** email message explaining the situation.
  - c. Report the sample unit as **Type A, Non-interview**.
6. An **identical address** is identified in the *Footnotes* section of the listing sheet.

Footnotes
Also in CPS, 2203/4, 7822
Sheet <u>1</u> of <u>1</u> Sheets



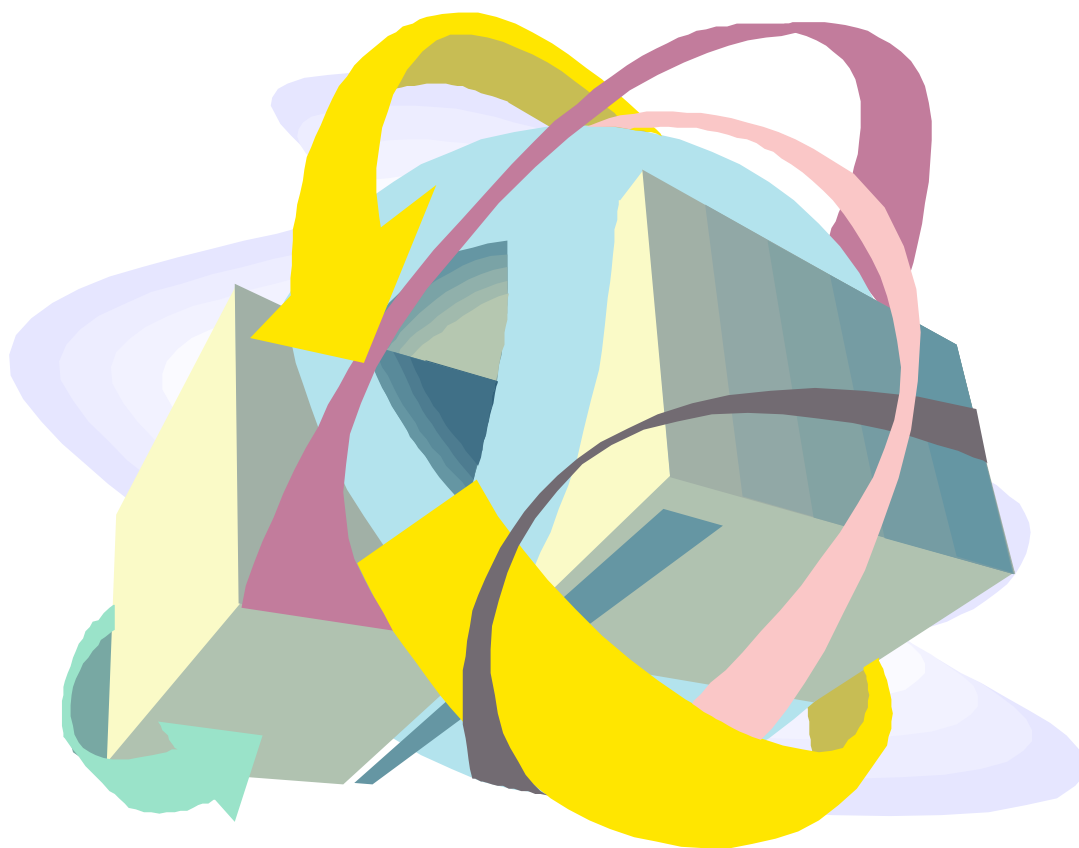
## Record of Time Spent on Self-Study

Date	Time		Total Time
	Begin	End	

Total Time = \_\_\_\_\_ hours \_\_\_\_\_ minutes



## Initial Training Self-Study Guide



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## Area Segments

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## Introduction

---

Objectives for this Lesson:

- # Define the purpose of the self-study guide.
- # Explain how to use the self-study guide.
- # Illustrate how to record the time you spend on the self-study guide.
- # Provide an overview of the sample design process in order to demonstrate how sample units in the area segment are selected.





## Self-Study Guide

### Purpose of the Self-Study Guide

This self-study guide is intended to:

- # Provide a general overview of area segment procedures at the time of interview.
- # Introduce common area segment terms and concepts.
- # Familiarize you with the forms used when working with area segments.
- # Provide you with a review of what's new for the 2000 design.
- # Provide you with an opportunity to identify any problem areas prior to your first area assignment.

### How to Use this Self-Study Guide

This self-study guide consists of three lessons that provide:

- # An introduction to area segment terms, concepts, and procedures.
- # An overview of definitions and procedures for handling special interviewing situations.
- # A comprehensive *Final Review Exercise* to help you apply the information presented.

Each lesson incorporates examples and scenarios designed to utilize the information presented. A short review exercise at the end of each section provides immediate feedback as to how well you understand the information.



## Additional Materials

In addition to the self-study guide you will receive the [Form 11-8 Volume I, Current Surveys Listing and Coverage](#) and [Form 11-8 Volume II, Demographic Area Address Listing \(DAAL\)](#) manuals.

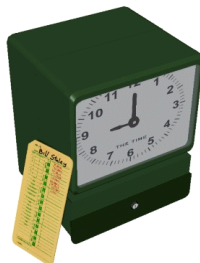


Occasionally, the self-study guide refers you to [Form 11-8, Volume I](#) for detailed procedures, definitions, and examples. References to [Form 11-8, Volume I](#) are designated by this symbol so that you may easily recognize that you must refer to specified information.

## Questions

The *Notes and Comments* pages are provided so you can write down any questions you may have while completing this self-study guide. You can discuss your questions in training or with your supervisor.

## Recording Your Time



You will be paid for up to 2 hours for the time you spend on this self-study guide. The form on the last page of the self-study guide provides you with a way to record your time. Your supervisor will furnish you with the project number and operation code to which to charge your time. Illustrated below is an example of how to record your time.

### Example:

Date	Time		Total Time
	Begin	End	
4/10/03	9:30 a.m.	10:30 a.m.	1 hour
4/11/03	1:00 p.m.	1:30 p.m.	30 mins.
4/12/03	6:45 p.m.	7:15 p.m.	30 mins.

Total Time = 2 hours 00 minutes



## Sample Design

### Overview

In order to provide Field Representatives (FRs) with their assignments, the U.S. sample population must be organized, sorted, and screened according to varying criteria. This is a part of the process known as *sample redesign*. *Sample redesign* is completed every 10 years and uses the most recent decennial census, which provides the most complete and up-to-date residential and demographic information as of census day, April 1, 2000.



For a detailed look into the sample design process and how it works, see [Module 1.1](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Determining the Area Frame

From the approximately 8 million blocks in the U.S. frames are determined by two primary criteria:

1. Is the block in a permit-issuing area (PA) or a non-permit-issuing area (NPA)?
2. Do at least 95% of the residential basic street addresses (BSAs) in the block have a house number and street name, that is a complete address? This is based on the listing of BSAs in the Master Address File (MAF).

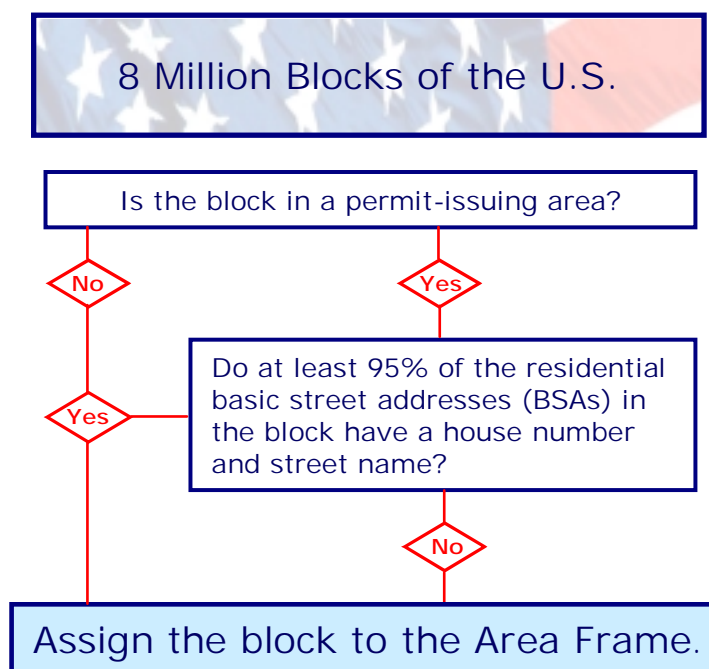
Sample units that fall into the Area Frame fail to meet one or both of the criteria.

The NHIS survey is the only exception to this criteria.



**Example** For example, construction in a new housing development may be near completion. Although many of the blocks have completed houses, the roads have not been named and the houses are still unnumbered. If 95% of the addresses are considered incomplete, the block (or blocks) is included in the area frame.

The following diagram (Figure 1) demonstrates how samples come to be selected for the Area Frame.



**Figure 1:** Determining the Area Frame

## Determining the Sample Survey

Once blocks have been identified as being a part of the area frame, samples can be selected for a survey. Information for housing units and group quarters within each sample block is reviewed to ensure it is consistent with the information available in the Master Address File (MAF) and associated locator maps. Updates are then made to the MAF and maps, as required.



## Area Segment Assignments

Once the sample blocks have been updated, sample units can be selected and assigned to area segments. Area segment assignments usually consist of up to four sample units. Sample units may be any combination of housing units (HUs) and group quarters (GQs).

*Lesson 1: Overview of Area Segments* provides detailed definitions for HUs and GQs.

## *Working with National Health Interview (NHIS) Surveys*

When working with assignments for the NHIS survey, all blocks are included, regardless of whether they meet the criteria or not.

*Example* If a block is in a permit issuing area, has a complete address and is in the NHIS survey, it is included in the Area Frame.

For NHIS surveys, sample block information is not necessarily consistent with information available in the MAF. Blocks are canvassed and HUs and GQs are listed independently.



## Current Surveys Conducted

The following demographic surveys have area segments in their samples:

- # American Housing Survey - Metropolitan Sample (AHS-MS)
- # Consumer Expenditure Diary Survey (CED)
- # Consumer Expenditure Quarterly Interview Survey (CEQ)
- # Current Population Survey (CPS)
- # National Health Interview Survey (NHIS)
- # National Crime Victimization Survey (NCVS)
- # State Children's Health Insurance Program (SCHIP)
- # Survey of Income and Program Participation (SIPP)

## Two Types of Field Procedures for Collecting Survey Data

As a Field Representative (FR), you are required to perform various automated and non-automated field procedures.

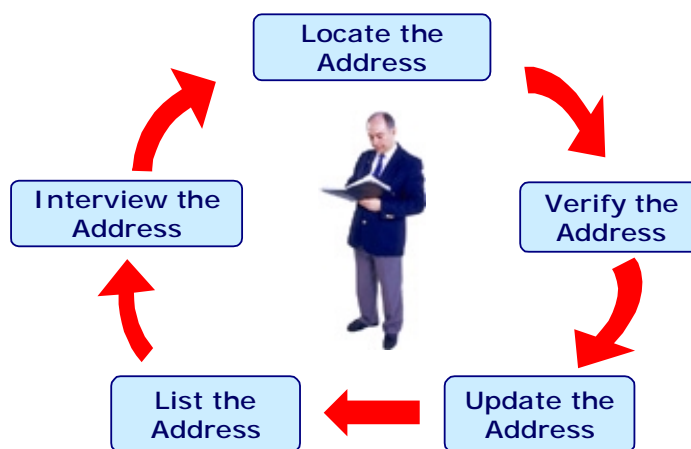
- # *Computer Assisted Personal Interview (CAPI)* interviewing is automated and conducted using the laptop.
- # *Paper and Pencil Interview (PAPI)* interviewing is non-automated and conducted using paper survey forms.



## Basic Field Procedures

There are five basic field procedures (Figure 2). Depending upon which segment you are working with, you may conduct one or more of the procedures. For example, an area segments assignment will typically only involve locating and interviewing the address.

- # **Locating Addresses** is the process of finding the place, site, or limits of a basic street address (BSA) and the applicable sample unit.
- # **Verifying Addresses** is the process of confirming BSA information by visual observation, asking reliable sources, and making any necessary changes.
- # **Updating Addresses** is the process of correcting, adding, deleting, or modifying sample unit information after verification.
- # **Listing Addresses** is the process of entering the BSA or descriptive information either on paper, listing forms, or in the laptop computer.
- # **Interviewing Sample Units** is the process of gathering information and data for current surveys.



**Figure 2: Common Field Procedures\***

\*It is important to note the procedures to be completed are dependent upon the segment assignment.

## Lesson 1: Overview of Area Segments

---

Objectives for this Lesson:

- # Define area segment.
- # Explain why area segments are used.
- # Provide a list of the resources available for working with area segments at the time of interview.
- # Introduce commonly used terms and concepts.





## Area Segments

### What is an Area Segment?

An *area segment* is a land area with well-defined boundaries, such as streets, rivers, or railroad tracks, which may or may not be visible. Samples in the area segment are usually found in rural parts of the country and many have incomplete addresses. Both group quarters and housing units are included in area segments.

### Example

The Mountainside Retreat Assisted Living Facility, the Kingsland Apartments, and 224 S. Royal Street have addresses that are within the same three blocks of one another and are within the area segment.

### Why are Area Segments Used?

Before samples are selected for interview, the *Update Block* process must be completed. The process incorporates new residential construction in the Master Address File (MAF), completes missing or incomplete address information, and verifies or improves location information that enhances the FR's chance of locating the sample addresses at the time of interview.

### Resources Provided for Working with Area Segments

For each assigned area segment, you may receive one or more of the following materials to complete your assignment:

- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Automated Listing and Mapping Instrument (ALMI).



# Terms and Concepts

## Structure

A *structure* is a separate building that either has open space on all sides (no other building is attached to it), or is separated from other structures by a dividing wall that extends from ground to roof. A structure can be either residential or commercial and comprised of housing units or group quarters (Figure 1-1).

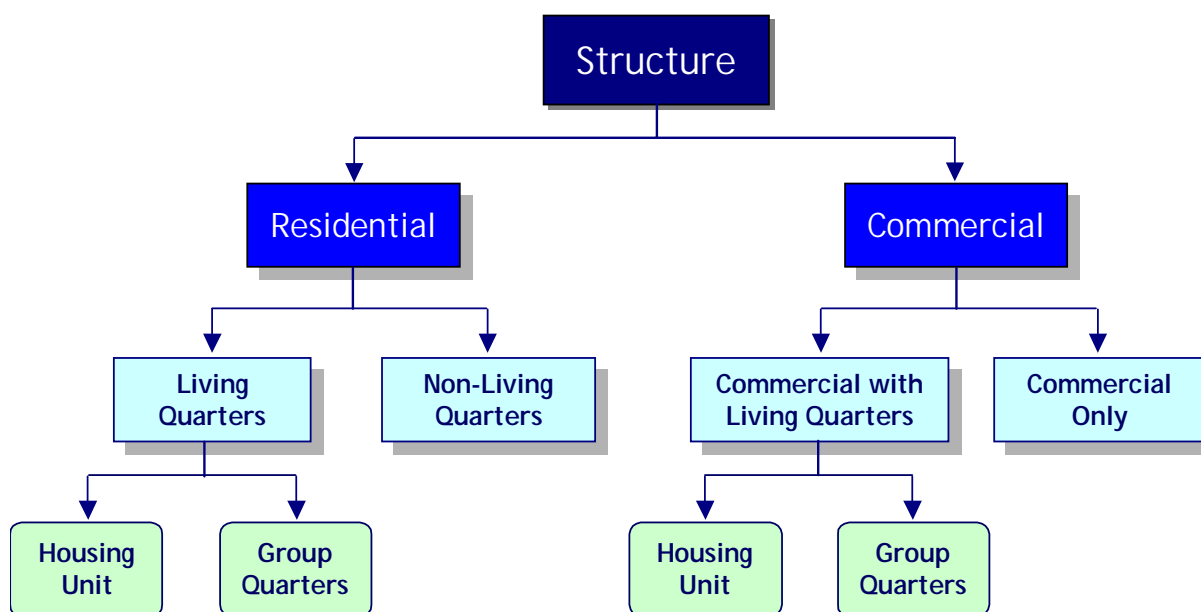


Figure 1-1: Identifying Living Quarters

## Living Quarters

*Living quarters* are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a non-traditional tent, boat, or container.



### *Housing Unit*

A *housing unit* (HU) is identified as a house, apartment, mobile unit or trailer, a group of rooms, or a single room occupied as separate living quarters. If vacant, the housing unit is intended for occupancy as separate living quarters.

### *Group Quarters*

A *Group Quarters* (GQ) is identified as a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three categories of GQs: institutional, non-institutional, and military.

- # **Institutional GQs** house residents who, in most cases, stay involuntarily and are not allowed (or able) to come and go without receiving permission.
- # **Non-institutional GQs** house residents who stay voluntarily and are allowed to come and go without receiving permission or assistance.
- # **Military GQs** house active duty armed forces personnel on a military installation.

---

Only civilian non-institutional GQs are eligible for interview.

---

### *Similarities Between GQs and HUs*

GQs and HUs have similar characteristics and it can be difficult to distinguish between them. Especially multi-unit dwellings that are under identifiable management serving persons with a common characteristic.

#### *Example*

Housing for colleges and universities can be classified as GQs and HUs. University provided housing for unmarried students is considered a GQ; however, housing for married only, married and unmarried combined, or housing leased by the university is classified as a HU.





**Appendixes F and G** in the **Form 11-8, Volume I, Listing and Coverage** manual provide detailed tables defining the different types of GQs and how to distinguish between GQs and HUs.

### **Master Address File (MAF)**

The *MAF* is the Census Bureau's permanent list of addresses for individual living quarters.

### **Map Spot Number**

The *map spot number* identifies the map spot on an ALMI map. It is used to indicate the ground position of the address.

### **Basic Street Address**

A *basic street address* (BSA) defines an address for a structure and can be either complete or incomplete.

### *Complete BSA*

A *complete basic street address* consists of a house number and a street name and can identify:

- # One or more structures,
- # One or more units within a single structure, or
- # One or more units in part of a structure.

For example: 1229 Popler Ln., Oskaloosa, IA, 52577 is a complete basic street address.

### **Review Exercise**



Complete the review exercise prior to proceeding to *Lesson 2: Area Segment Procedures*.



## Lesson 1: Review Exercise

1. What are three characteristics of living quarters?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
2. What is the purpose of the *update block* process?  
\_\_\_\_\_  
\_\_\_\_\_
  
3. A map spot number can be used to help identify where an address is located on an ALMI map.  
  
True \_\_\_\_\_ or False \_\_\_\_\_
  
4. A tent is not considered a living quarters.  
  
True \_\_\_\_\_ or False \_\_\_\_\_
  
5. Institutional GQs are eligible for interview.  
  
True \_\_\_\_\_ or False \_\_\_\_\_

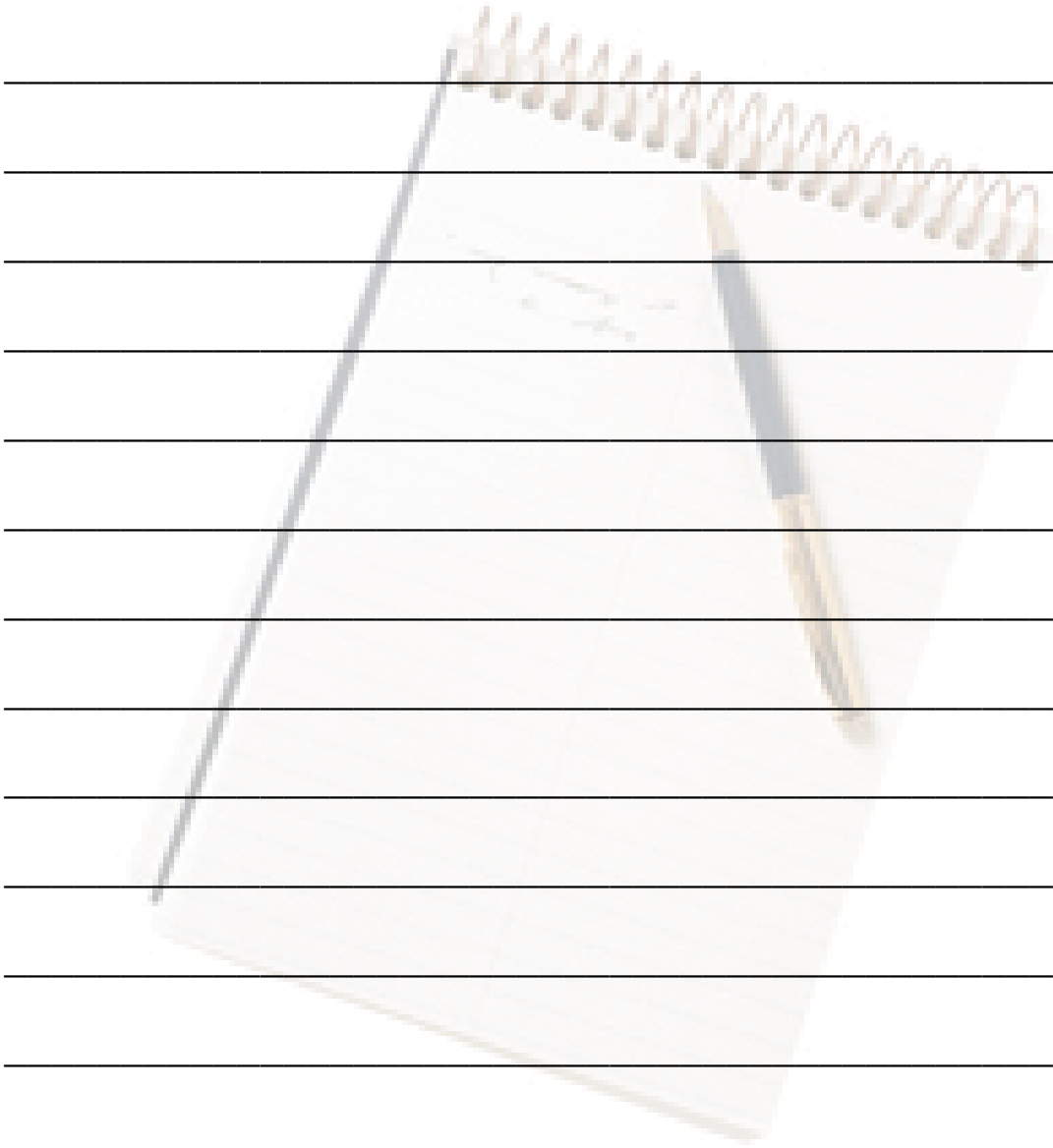


## Lesson 1: Answer Key

1. **Living quarters** are:
  - a. Intended for residential occupancy,
  - b. Located within traditional or non-traditional places,
  - c. Occupied or vacant.
2. The **update block** process incorporates new residential construction in the MAF, completes missing or incomplete address information, and verifies or improves location information.
3. **True.**
4. False, a tent is considered a **non-traditional living quarters**.
5. False, only **non-institutional GQs** are eligible for interview.



## Notes and Comments



## Lesson 2: Area Segment Procedures

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Objectives for this Lesson:

- # Identify and define the resources provided for locating area segments and identifying boundaries.
- # Outline the procedures for locating an area segment.





# Resources for Working with Area Segments

## Resources



*Additional Resource*

*Laptop Case Management Display and Interview Instrument*

The following resources are available when you are working with single unit addresses in an area segment:

- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Automated Listing and Mapping Instrument (ALMI).
- # Form 11-36, INTER-COMM.

The *Laptop Case Management Display* (Figure 2-1) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the sample address and corresponding identification information.

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
06007 1196 Q19 03 101 00	15 WOODCREST DR	DROVILLE	95966		?	- -	04	999
06007 1199 Q19 03 101 00	85 RANCHO VISTA DR 51	DROVILLE	95965		?	- -	05	999
06007 1299 Q19 03 101 00	2731 SAN JOSE ST	CHICO	95926			- -	01	999
06007 1399 Q19 03 101 00	761 ROBINSON ST	DROVILLE	95965			- -	01	999
06007 2198 Q19 03 101 00	584 PLUMAS AVE	DROVILLE	95965			- -	01	999
06007 2297 Q19 03 101 00	1090 COLUMBUS AVE 9	CHICO	95926			- -	01	999
11001 1199 Q20 03 101 00	5210 E ST SE 4	WASHINGTON	20019			- -	01	999
11001 2199 Q20 03 101 00	1115 V ST NW	WASHINGTON	20009			- -	01	999
12011 1197 Q20 03 101 00	3821 ENVIRON BLVD 604	FORT LAUDERDAL	33319			- -	01	999
12011 1296 Q20 03 101 00	4770 NE 15TH TER	FORT LAUDERDAL	33334			- -	01	999
12011 1299 Q20 03 101 00	6841 PEMBROKE ROAD 3	HOLLYWOOD	33023			- -	01	999

Assignment		HH Roster	Notes	Contacts	History
Control Number:	12057 1196 Q20 03 101 00	Int Period:	2001/10	Case ID:	00000014
Conf Refusal:	No	Outcome:	200	Seq Type:	GQ Flag IN
Phone # (1):		Status:		Respondent:	
Best Time:	00	Correspondent:		Phone # (2):	
Appointment:	00/00/0000 00:00	Best Time Spec:		Sunday OK?:	OK
ADDRESS:	House #: 10363 Sfx: Street: CHADBOURNE DR Unit:	Callback:		P/T:	
City:	TAMPA State: FL Zip:				
Physical Location:					
MAILING	House #: Sfx: Street: Unit:				

Row 14 of 33

Figure 2-1: Case Management Display



## Control Card and Survey Questionnaire

The *control card* (Figure 2-2) and *survey questionnaire* (Figure 2-3) are used when conducting **PAPI** interviews. Each BSA has a control card that displays the sample address and corresponding identification information.

P G M 2	1	SAMPLE		2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet __, line __)							
PLACE						STATE	ZIP CODE
6b What is your exact address? (Make corrections to address above.) <input type="checkbox"/> Same							
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code							
6d GQ Name						Type Code	Sample No.

Figure 2-2: Control Card

<p><b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.</p>				
BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD				
Sample (cc item 1)	Control number (cc item 2)			HH No. (cc item 3)
	PSU	Segment	CK	Serial
J _____				

Figure 2-3: Survey Questionnaire



## Automated Listing and Mapping Instrument (ALMI)

To assist you in locating the living quarters in the area segment, your laptop computer is supplied with the *Automated Listing and Mapping Instrument (ALMI)*. The ALMI is a software package comprised of various maps including:

- 📍 County Maps
- 📍 Tract Maps
- 📍 Block Maps

ALMI maps are read-only, meaning they cannot be used to update or relist addresses.

County maps (Figure 2-4) cover the entire county and are designed to help easily locate the segment or block and plan a route of travel.

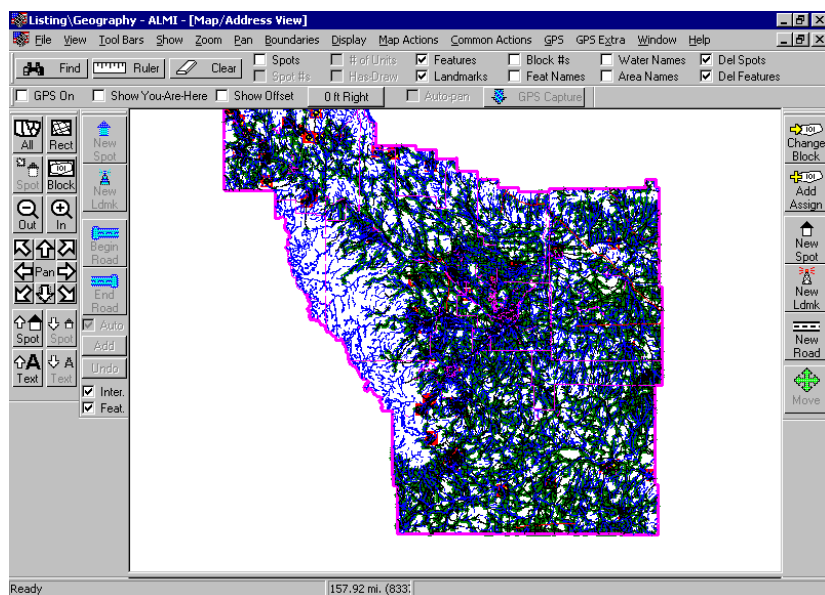


Figure 2-4: Census County Map



*Census Tract Maps* (Figure 2-5) show the feature network and all the census blocks within a single tract. These maps show a small fringe area (shaded in grey) just outside the tract boundary.

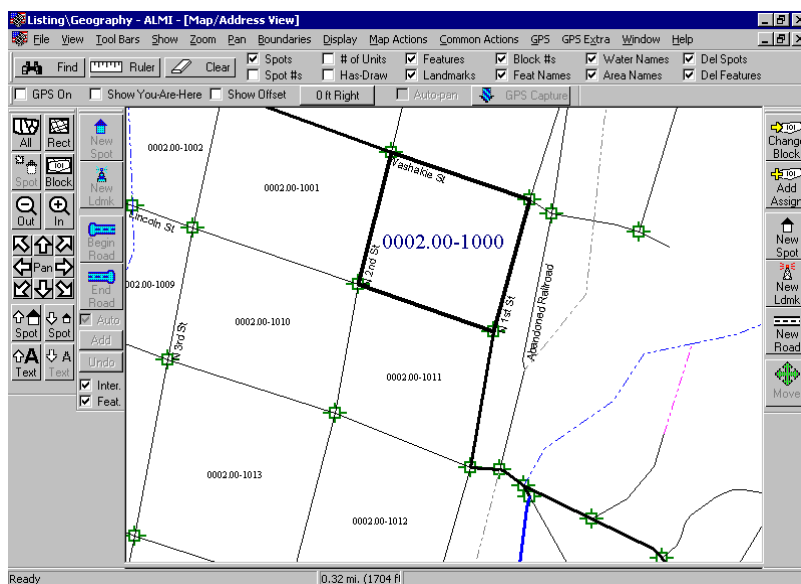


Figure 2-5: Census Tract Map

*Block Maps* (Figure 2-6) show a single census block and all the streets within the block at the time the address was last listed. The block map can help locate your assignment area and subsequently the sample unit.

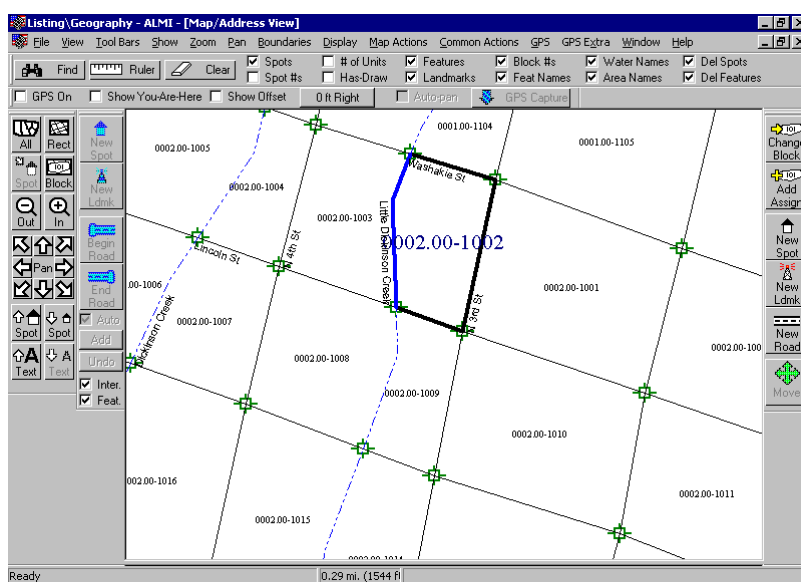


Figure 2-6: Census Block Map



## Additional Resource

Form 11-36, *INTER-COMM* (Figure 2-7) provides you with a way to explain special circumstances to the RO.

Form 11-36 (11-17-99)  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  <b>INTER-Field COMMUNICATION</b>	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
See instructions on the reverse of copy 2 or 3.		i. Serial number or other identification	j. Sample
<b>Section I</b>	STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)		

**Figure 2-7:** Form 11-36, *INTER-COMM*



## Area Segment Procedures

### Overview

For area segments, your assignment may involve locating and interviewing the sample.

### Locate the Area Segment

Use the ALMI maps to locate the area segment. You can zoom-in on a particular area to make the road features, block features, block numbers, and map spots more legible, or you can zoom-out to increase the area displayed on the screen.

Detailed procedures and descriptions of the ALMI maps are included in [Form 11-8, Volume II](#).

### Locate the Sample

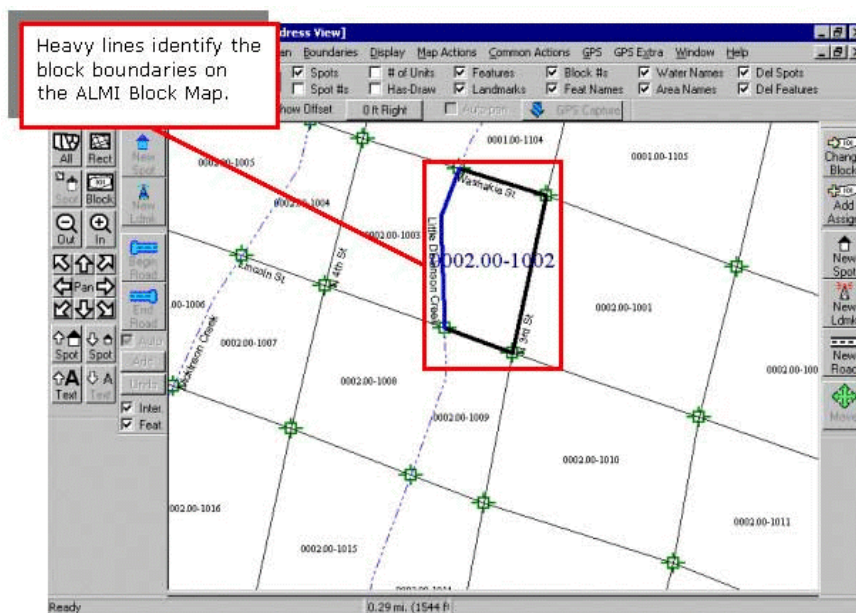
Once you have located the area segment, you must locate the actual sample units. The following can help you locate the sample units:

- # Block boundaries.
- # Map Spot and MAFID numbers.

### *Block Boundaries*

Use the ALMI block maps to help identify block boundaries. Block boundaries are identified in the ALMI with a heavy line outlining the block (Figure 2-8). Physical features, such as roads, rivers, powers lines, etc. can constitute block boundaries.





**Figure 2-8: Identifying Block Boundaries on the Census Block Map**

*What if I Can't Identify the Block Boundaries?*

If you notice serious problems with your sample unit not being within the block boundaries, you can seek help from:

- # The local post office.
- # The police or fire department.
- # A local map.
- # The county or city planners.
- # A county tax assessor.
- # Long-time local residents.

Do not show ALMI maps or listings to anyone. It is Title 13, Confidential data.

If you still cannot identify the block boundaries, contact your Regional Office (RO) for assistance.



### Map Spot and MAFID

Sample units are assigned a map spot number and/or MAFID in the ALMI. Compare this information with what is displayed on the Case Management display, control card, or survey questionnaire to locate the sample units.



#### Scenario

You are assigned RR 28 Box 26, Leadore, ID, 83464 with map spot number #15. How would you use the ALMI to help you locate this assignment?



#### Solution

1. Search the ALMI maps for map spot #15.
2. Once you locate the map spot on the ALMI maps, plan your route and travel to the sample.

### How to Correct an Incomplete BSA

For **CAPI** surveys, complete the following:

1. Delete the portion of the address that is incorrect.
2. Enter the corrected address for the appropriate map spot number and MAFID into the Case Management display. The corrected address should also appear in the interviewing instrument, make corrections as needed.

For **PAPI** surveys, complete the following:

1. Line through the portion of the address that is incorrect.
2. Enter the address corrections on the control card and/or survey questionnaire.

### Conduct the Interview

After locating the sample unit(s), conduct the interview.

### Review Exercise



Complete the review exercise prior to proceeding to the *Lesson 3: Special Interviewing Situations*.





## Lesson 2: Review Exercise

1. How are map spot numbers used to help you locate units in the area segment sample?

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2. If you are unable to identify the block boundaries, what resources are available to help you locate them?

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3. Railroad tracks can be used to identify block boundaries.

True \_\_\_\_\_ or False \_\_\_\_\_

4. Block maps cover the entire county and are designed to help locate the segment or block and plan a route of travel.

True \_\_\_\_\_ or False \_\_\_\_\_

5. You have been assigned Box 23 HW 18, Dillon, MT 59725. What procedures should you follow to locate and interview the sample?

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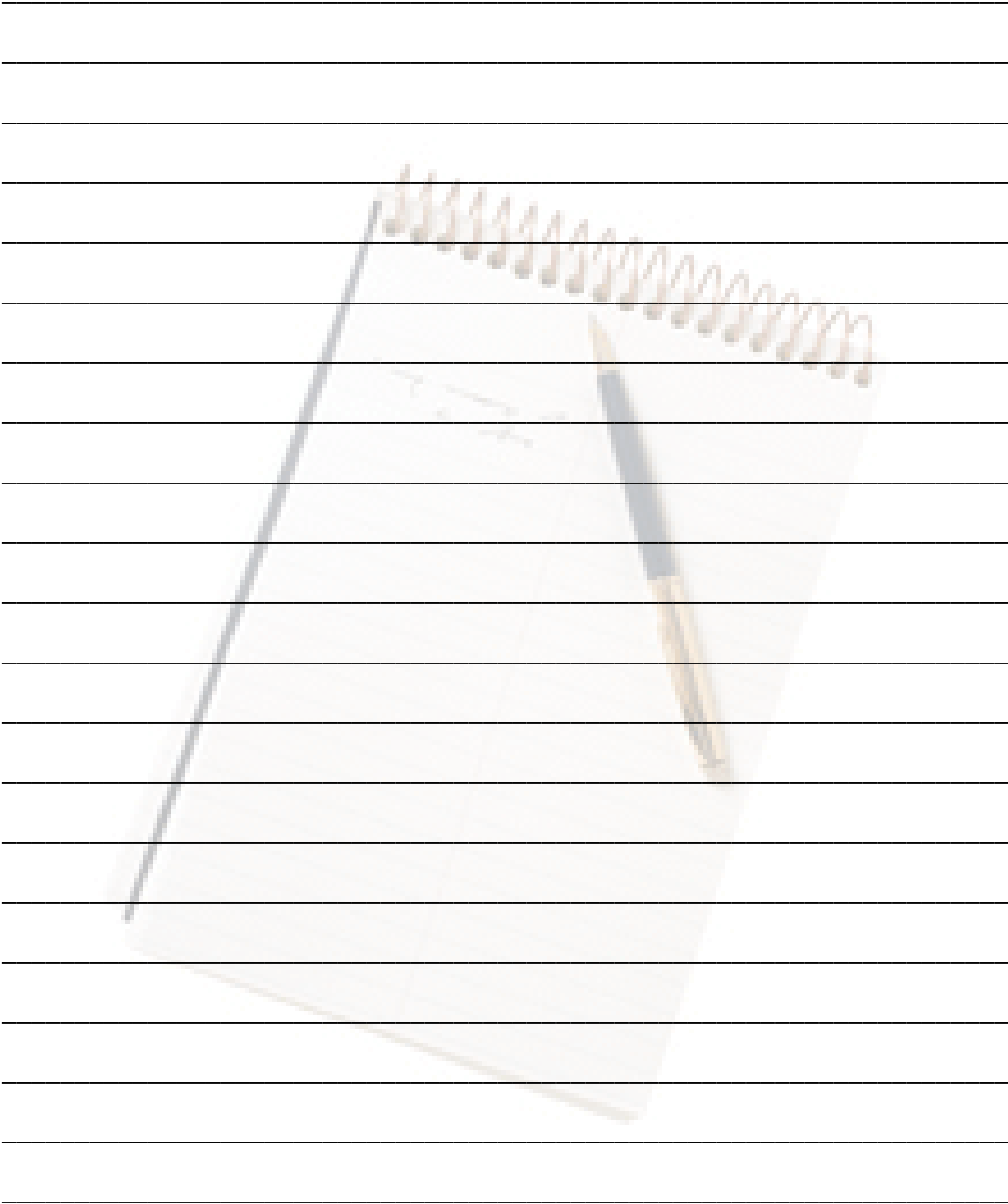


## Lesson 2: Answer Key

1. [Map spot numbers](#) are used to identify samples on the ALMI maps.
2. The following are additional resources that can be used to help you identify [block boundaries](#):
  - # Post office
  - # Police or fire department
  - # Local map
  - # County or city planners
  - # County Tax Assessor
  - # Local long-time resident
3. True, [block boundaries](#) can be identified by streets, rivers, mountain ridge lines, railroad tracks, etc.
4. False, the [block map](#) shows a single Census block.
5.
  - a. [Identify the map spot number](#) or MAFID on the control card, case management display, or survey questionnaire. Use the number to locate the sample address on the ALMI maps.
  - b. Use the [county map](#) to locate the segment or block and plan a route of travel.
  - c. Use the [tract map](#) or [block map](#) to help narrow down the exact location of the sample.
  - d. Verify the address is correct and conduct the interview.



## Notes and Comments



## Lesson 3: Special Interviewing Situations

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Objectives for this Lesson:

- # Identify and define conversions, EXTRA units, mergers, and replacements.
- # Outline the procedures for special interviewing situations.



## Special Interviewing Situations

### Overview

This lesson is intended to provide you with an overview of special interviewing situations. Detailed definitions and additional step-by-step instructions are covered during your training and in the [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Housing Unit has Converted to a GQ

Occasionally you may encounter a situation where the housing unit has converted to a GQ.

#### *Example*

You arrive at the sample address and discover that the housing unit has been remodeled and is being used by the University of Wisconsin as off-campus housing for foreign exchange students.

#### *How to Handle a Housing Unit that has Converted to a GQ*

1. Report the current sample unit(s) as **Type C, Non-interview - Other**.
2. Prepare an INTER-COMM or **CAPI** email message for your RO to explain the situation.

### GQ has Converted into a Housing Unit

Occasionally you may encounter a situation where the GQ has converted to a housing unit.

#### *Example*

You arrive at the sample address and discover that what was formerly Sunnyside Retirement Community has been remodeled and is now used as an apartment complex.

#### *How to Handle a GQ that has Converted to a Housing Unit*

1. Report the current sample unit(s) as **Type C, Non-interview - Other**.
2. Prepare an INTER-COMM or **CAPI** email message for your RO to explain the situation.



**Scenario**

You are assigned RR 5, Box 296, Rosalia, WA. Using the map spot number and maps provided in the ALMI, you locate the address. You discover that the housing unit has been converted into a halfway house. What should you do?

**Solution**

1. Report the address as **Type C, Non-interview - Other**.
2. Prepare an INTER-COMM or **CAPi** email message to your RO explaining that the housing unit has converted into a GQ (Figure 3-1).

General information. Form 11-36 (11-17-99) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS <b>INTER-Field COMMunication</b>		a. TO: Mary Smith		d. Survey NHIS	
		b. FROM: Justin Waters		FR Code 28	
		c. Regional Office Charlotte, NC		e. Date 10/15/05	
IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE					
f. PSU code		g. Segment number		h. Type segment	
i. Serial number or other identification		j. Sample			
See instructions on the reverse of copy 2 or 3.					
Section I STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)					
The following sample in my assignment has been converted into a halfway house: RR 5, Box 296, Rosalia, WA					

**Figure 3-1: Completed INTER-COMM**



## What are EXTRA Units?

EXTRA units:

- # May be discovered by chance during an interview or when asking the household coverage questions.
- # Did not have a chance of being selected for a sample.
- # Are within the same structure as the sample unit being interviewed.

Multi-units in area segments do not have EXTRA units.

### *Example*

You are conducting an interview at 22 Main St. and discover that the owner has converted the basement into an apartment. The apartment is considered an EXTRA unit.



Detailed procedures for handling EXTRA units in the area segment are covered in [Module 4.2](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

## What is a Merger?

A *merger* is when two or more units merge. A merger can be two or more single units, or two or more units in a multi-unit. Mergers are discovered because at least one of the units involved in the merger is a current sample unit.

### *Example*

You are conducting an interview at 67A Cedar Ln. and discover that the owner has renovated. Unit 67A has been combined with Unit 67B. The new unit is considered a merger.



Detailed procedures for handling mergers in the area segment are covered in [Module 4.2](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.



## What is a Replacement?

*Replacements* are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

### *Example*

Mr. Young lived in a mobile home on two acres of land while he was building a house. When construction was completed, he sold the mobile home. If the house uses the same address the mobile home used, it is considered a replacement.

## *How to Handle Replacements*

If the original structure or mobile home was replaced by another structure or mobile home yet uses the same location or address, interview the unit.



Procedures for handling an original structure or mobile home that was replaced by a new structure built after April 1, 2000, are covered in **Module 4.2** of your **Form 11-8, Volume I, Listing and Coverage** manual.



### *Scenario*

You arrive at HWY 10, Box 621 and find that the owners have torn down the old farm house and are living in a mobile home. How would you handle this situation?



### *Solution*

Verify that the mobile unit uses the same address the housing unit previously used. If the address is the same, conduct the interview.

## Review Exercise



Complete the review exercise prior to proceeding to the *Final Review Exercise*.





## Lesson 3: Review Exercise

1. You arrive at 451 4<sup>th</sup> St. and discover that the owner Liz Leemann has converted the home into three apartments. The owner lives in one of the apartments and has rented the other two to college students. Would this be considered an EXTRA unit or a conversion to a GQ? Why?

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2. You arrive at 74 Villa St., where the Mountain Valley Nursing Home was formerly located. The owners renovated the home into a private residence. What procedures should you follow?

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3. Your assignment includes locating and interviewing units 5001 - 5004 at the Sheridan Apartments. The complex has undergone remodeling and apartments 5001 and 5002 were combined to create a penthouse suite. The resulting unit is considered a merger.

True \_\_\_\_\_ or False \_\_\_\_\_

4. A mobile home at 303 Coffman Rd. was replaced by another mobile home using a different address, you should interview the unit.

True \_\_\_\_\_ or False \_\_\_\_\_

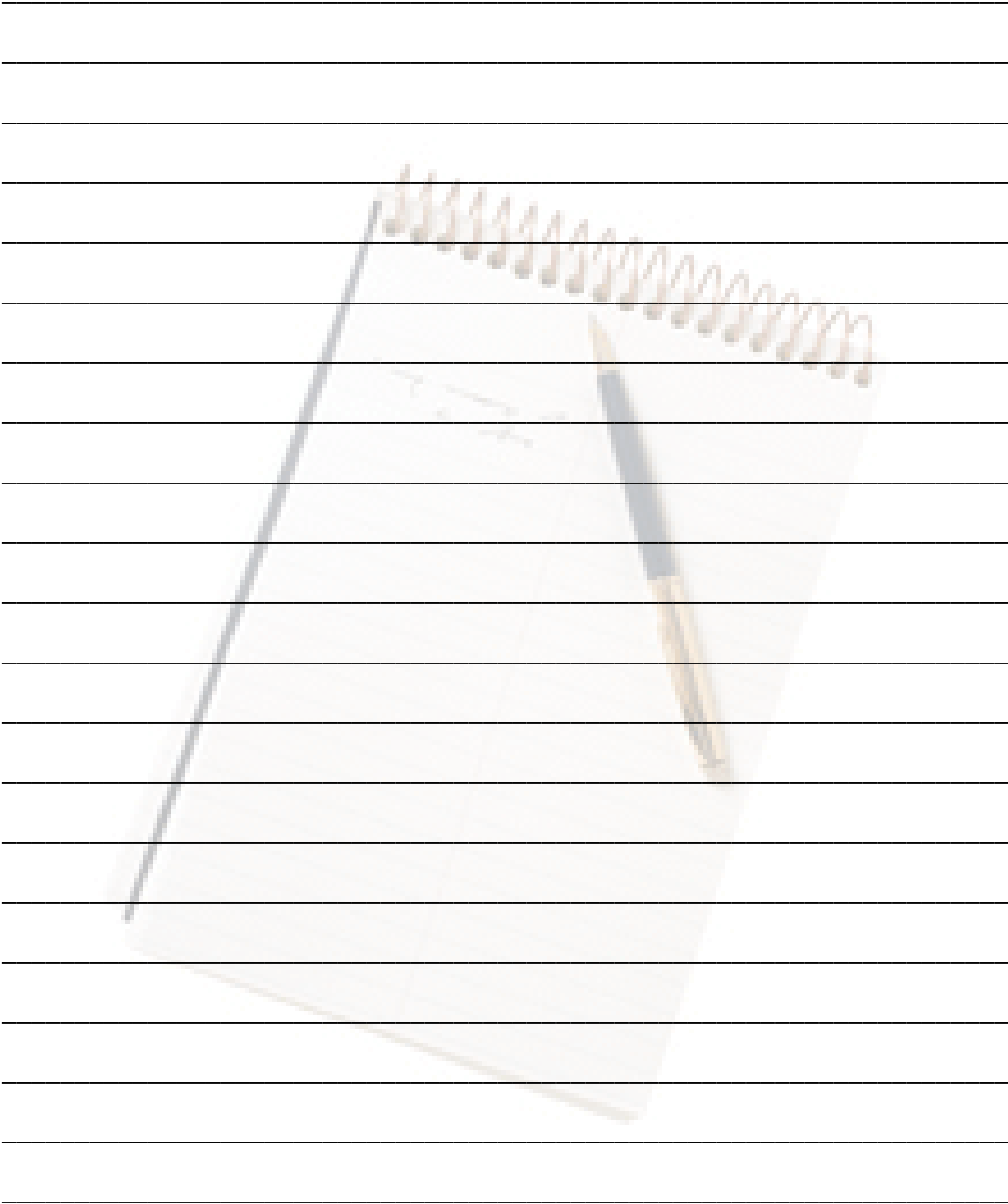


## Lesson 3: Answer Key

1. This situation would be classified as an **EXTRA unit**. The added apartments were discovered when you arrived to conduct the interview, were not selected for the sample, and were within the same original sample unit being interviewed.
2. In this situation the **GO has converted to a housing unit**. Report the current sample unit as **Type C, Non-interview - Other**. Then prepare an INTER-COMM or **CAPI** email message to your RO that explains the situation.
3. **True**.
4. False, only interview the mobile home or structure if the **replacement** mobile home or structure uses the same address.



## Notes and Comments



## Final Review Exercise

1. Sunrise Terrace apartments are considered GOs.

True \_\_\_\_\_ or False \_\_\_\_\_

2. You arrive at 210 Hoschar Lane and discover that the house has been remodeled to a boarding house. What should you do?

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3. You have located a block listing that is incorrectly listed in the ALMI and cannot be interviewed. What should you do?

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4. An EXTRA unit in an area segment does not need to be within the same structure as the sample unit being interviewed.

True \_\_\_\_\_ or False \_\_\_\_\_

5. You arrive at the 22 N. Gearing St. and discover the address was incorrectly listed. The actual address is 24 N. Gearing St. What procedures should you follow to correct the control card?

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## Test Your Knowledge

### FINAL REVIEW EXERCISE

6. What is ALMI and how is it used?

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7. The MAFID on the control card can be used to identify the sample unit on the ALMI maps.

True \_\_\_\_\_ or False \_\_\_\_\_

8. Describe the ALMI tract map.

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9. You locate an error in the ALMI listing. You should update the information directly in the laptop at the time of interview.

True \_\_\_\_\_ or False \_\_\_\_\_

10. Multi-units in the area segment will not have EXTRA units.

True \_\_\_\_\_ or False \_\_\_\_\_



11. List three possible resources available to help identify block boundaries.
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
12. You have located and corrected an incomplete address that was in your assignment. You should now conduct the interview.

True \_\_\_\_\_ or False \_\_\_\_\_



## Final Review Answer Key

1. False.
2. If you arrive and discover that the housing unit has converted to a GQ, report the current sample units as a **Type C, Non-interview– Other** and prepare an INTER-COMM or **CAPI** email message for your RO to explain the situation.
3. If you have located a block listing that is incorrectly listed in the ALMI and cannot be interviewed, prepare and send an INTER-COMM or **CAPI** email message to your RO and classify the unit as a **Type A, Non-interview**.
4. False, the **EXTRA unit** must be a part of the same structure as the sample unit being interviewed.
5.
  1. Delete the portion of the address that is incorrect.
  2. Enter the corrected address for the appropriate map spot number and MAFID into the Case Management display. This corrected address should also appear in the interviewing instrument, make corrections as needed.
6. The Automated Listing and Mapping Instrument (ALMI) is a software package used to help locate sample housing units.
7. True.
8. The ALMI tract map shows the feature network and all the census blocks within a single tract.



9. False, **ALMI is only available in read-only mode** at the time of interview; therefore, it cannot be used to update or relist a block for an area segment.
10. **True.**
11. **Seek additional help from** any of the following:
- # The local post office.
  - # The police or fire department.
  - # A local map.
  - # The county or city planners.
  - # A county tax assessor.
  - # Long-time local residents.
12. **True.**





## Record of Time Spent on Self-Study

Date	Time		Total Time
	Begin	End	

Total Time = \_\_\_\_\_ hours \_\_\_\_\_ minutes



## Initial Training Self-Study Guide



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## Group Quarters

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## Introduction

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Objectives for this Lesson:

- # Define the purpose of the self-study guide.
- # Explain how to use the self-study guide.
- # Illustrate how to record the time you spend on the self-study guide.
- # Provide an overview of the sample design process in order to demonstrate how sample units in the group quarters (GQ) segment are selected.



## Self-Study Guide

### Purpose of the Self-Study Guide

This self-study guide is intended to:

- # Provide a general overview of GQ procedures at the time of interview.
- # Introduce common GQ terms and concepts.
- # Familiarize you with the forms used when working with GQs.
- # Provide you with a review of what's new for the 2000 design.
- # Provide you with an opportunity to identify any problem areas prior to your first GQ assignment.

### How to Use this Self-Study Guide

This self-study guide consists of three lessons that provide:

- # An introduction to GQ terms, concepts, and procedures.
- # An overview of definitions and procedures for handling special interviewing situations.
- # A comprehensive *Final Review Exercise* to help you apply the information presented.

Each lesson incorporates examples and scenarios designed to utilize the information presented. A short review exercise at the end of each section provides immediate feedback as to how well you understand the information.



## Additional Materials

In addition to the self-study guide you will receive the [Form 11-8 Volume I, Current Surveys Listing and Coverage](#) and [Form 11-8 Volume II, Demographic Area Address Listing \(DAAL\)](#) manuals.

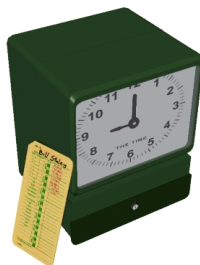


Occasionally, the self-study guide refers you to [Form 11-8, Volume I](#) for detailed procedures, definitions, and examples. References to [Form 11-8, Volume I](#) are designated by this symbol so that you may easily recognize that you must refer to specified information.

## Questions

The *Notes and Comments* pages are provided so you can write down any questions you may have while completing this self-study guide. You can discuss your questions in training or with your supervisor.

## Recording Your Time



You will be paid for up to 2 hours for the time you spend on this self-study guide. The form on the last page of the self-study guide provides you with a way to record your time. Your supervisor will furnish you with the project number and operation code to which to charge your time. Illustrated below is an example of how to record your time.

### Example:

Date	Time		Total Time
	Begin	End	
4/10/03	9:30 a.m.	10:30 a.m.	1 hour
4/11/03	1:00 p.m.	1:30 p.m.	30 mins.
4/12/03	3:15 p.m.	3:45 p.m.	30 mins.

Total Time = 2 hours 00 minutes



## Sample Design

### Overview

In order to provide Field Representatives (FRs) with their assignments, the U.S. sample population must be organized, sorted, and screened according to varying criteria. This is a part of the process known as *sample redesign*. *Sample redesign* is completed every 10 years and uses the most recent decennial census, which provides the most complete and up-to-date residential and demographic information as of census day, April 1, 2000.



For a detailed look into the sample design process and how it works, see [Module 1.1](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Determining the GQ Frame

Part of the sample redesign process involves sorting all living quarters in geographic blocks into sampling frames and ultimately into sample segments. The Group Quarters (GQ) Frame consists of all the GQs in the blocks that are in the Unit Frame. These blocks are in permit-issuing areas and have over 95% complete addresses.

### Group Quarters Segment

From the GQ Frame, a sample of GQs is selected and listed. Once a GQ is selected and listed, a sample of specific units is selected and assigned for interview as a GQ segment.

GQs can also be found in permit-issuing and non-permit-issuing samples of Area segments. When an Area segment is listed, any civilian, non-institutional GQ found is listed and become eligible for sample.



[Module 1.1](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual details PSUs and their creation.



## Current Surveys Conducted

The following demographic surveys have GQs in their samples:

- # American Housing Survey - Metropolitan Sample (AHS-MS)
- # American Housing Survey - National Sample (AHS-N)
- # Consumer Expenditure Diary Survey (CED)
- # Consumer Expenditure Quarterly Interview Survey (CEQ)
- # Current Population Survey (CPS)
- # National Crime Victimization Survey (NCVS)
- # State Children's Health Insurance Program (SCHIP)
- # Survey of Income and Program Participation (SIPP)

## Two Types of Field Procedures for Collecting Survey Data

As a Field Representative (FR), you are required to perform various automated and non-automated field procedures.

- # *Computer Assisted Personal Interview (CAPI)* interviewing is automated and conducted using the laptop.
- # *Paper and Pencil Interview (PAPI)* interviewing is non-automated and conducted using paper survey forms.





## Basic Field Procedures

There are five basic field procedures (Figure 1). Depending upon which segment you are working with, you may conduct one or more of the procedures. For example, a group quarters assignment will typically only involve locating and interviewing the address.

- # **Locating Addresses** is the process of finding the place, site, or limits of a basic street address (BSA) and the applicable sample unit.
- # **Verifying Addresses** is the process of confirming BSA information by visual observation, asking reliable sources, and making any necessary changes.
- # **Updating Addresses** is the process of correcting, adding, deleting, or modifying sample unit information after verification.
- # **Listing Addresses** is the process of entering the BSA or descriptive information either on paper, listing forms, or in the laptop computer.
- # **Interviewing Sample Units** is the process of gathering information and data for current surveys.

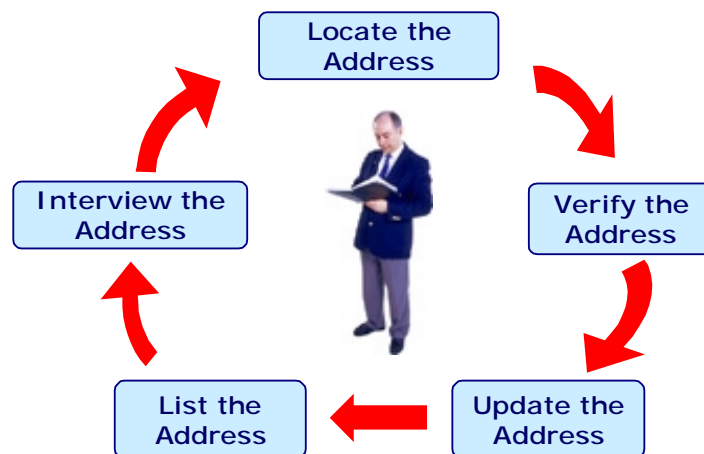


Figure 1: Common Field Procedures\*

\*It is important to note the procedures to be completed are dependent upon the segment assignment.

## Lesson 1: Overview of Group Quarters

Objectives for this Lesson:

- # Define Group Quarters (GQs).
- # Explain why GQs are used.
- # Provide a list of the resources available for working with GQs at the time of interview.
- # Introduce commonly used terms and concepts.



## Group Quarters (GQ)

### What are Group Quarters (GQs)?

*Group Quarters (GQs)* are a type of living quarters where the residents share common facilities or receive authorized care or custody. There are three main categories of GQs: institutional, non-institutional, and military housing (Figure 1-1).

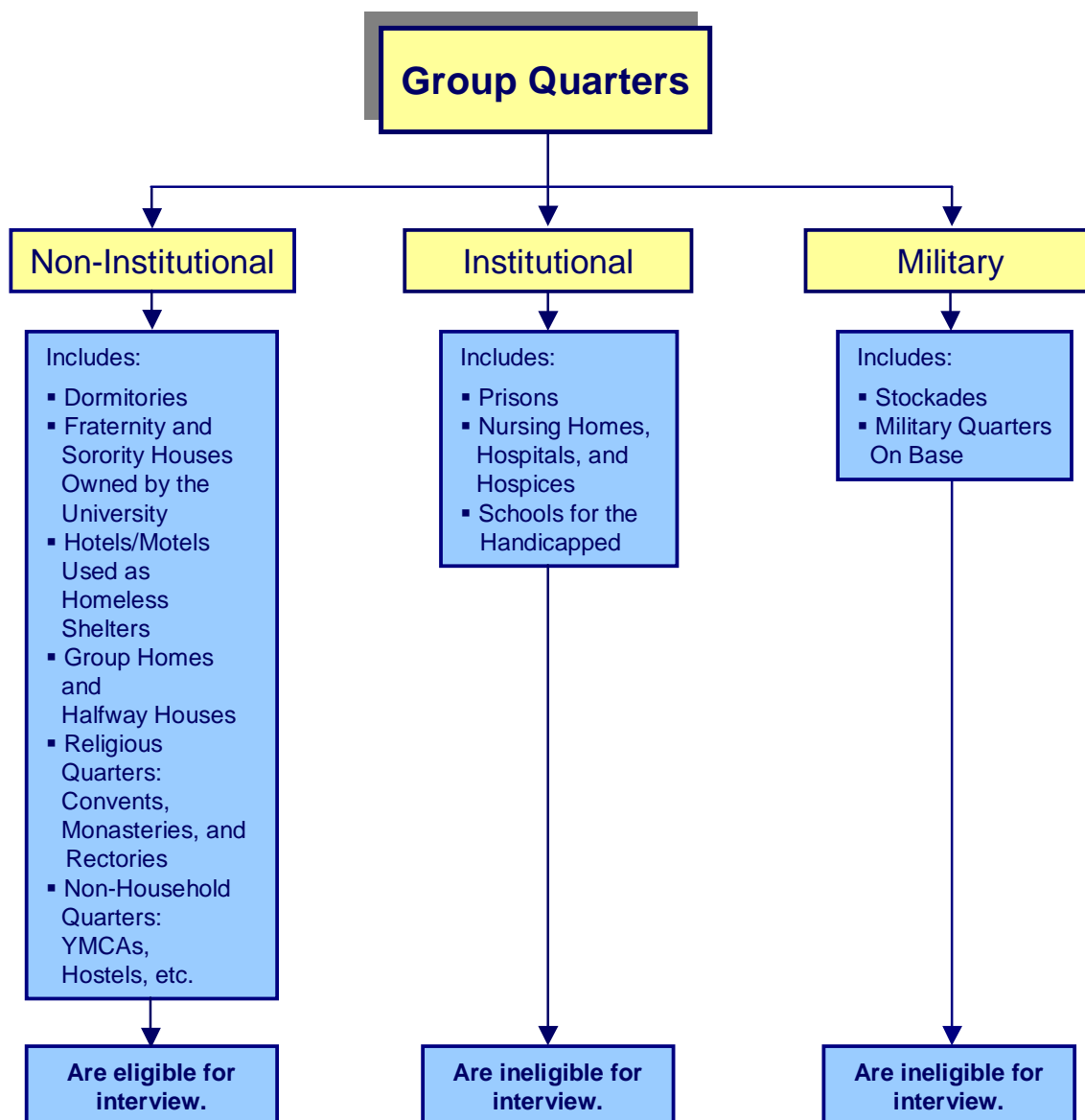


Figure 1-1: Identifying the Different Types of GQs



In some circumstances, institutional facilities will also have non-institutional GQs. For example, a hospice may provide dormitories for their nurses, or there may be housing for unmarried security guards at a prison. The prison and hospice are considered institutional and are not considered for interview; however, the living quarters provided for the nurses and guards are considered non-institutional and are eligible for interview.

GQs occur in area and GQ segments, but should not occur in unit or permit segments. A detailed description of GQs is covered in your [Form 11-8, Volume I, Listing and Coverage](#) manual [Module 5.1](#).

*Why are Group Quarters Used?*

GQs allow sample designers to obtain estimates for the civilian, non-institutional population living in housing units and group quarters.

*What is a Special Place (SP)?*

A *special place* is a parent organization that owns or operates one or more group quarters. A special place can consist of only one GQ, meaning the special place and the GQ are the same entity, or it can consist of multiple GQs. Hospitals, prisons, and assisted living complexes are common special places.

*Example*

The University of Texas is considered a special place. The GQs would include the unmarried student dorms, foreign exchange student housing, fraternity houses, and sorority houses on and off campus.



## Resources Provided for Working with Group Quarters



For each assigned GQ segment, you may receive one or more of the following materials to complete your assignment:

- # Automated Listing and Mapping Instrument (ALMI).
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.
- # Form 11-3, Unit/Permit Listing Sheet.



## Terms and Concepts

### Structure

A *structure* is a separate building that either has open space on all sides (no other building is attached to it), or is separated from other structures by a dividing wall that extends from ground to roof. For example, a duplex house is a structure. A structure can be either residential or commercial and comprised of housing units or group quarters (Figure 1-2).

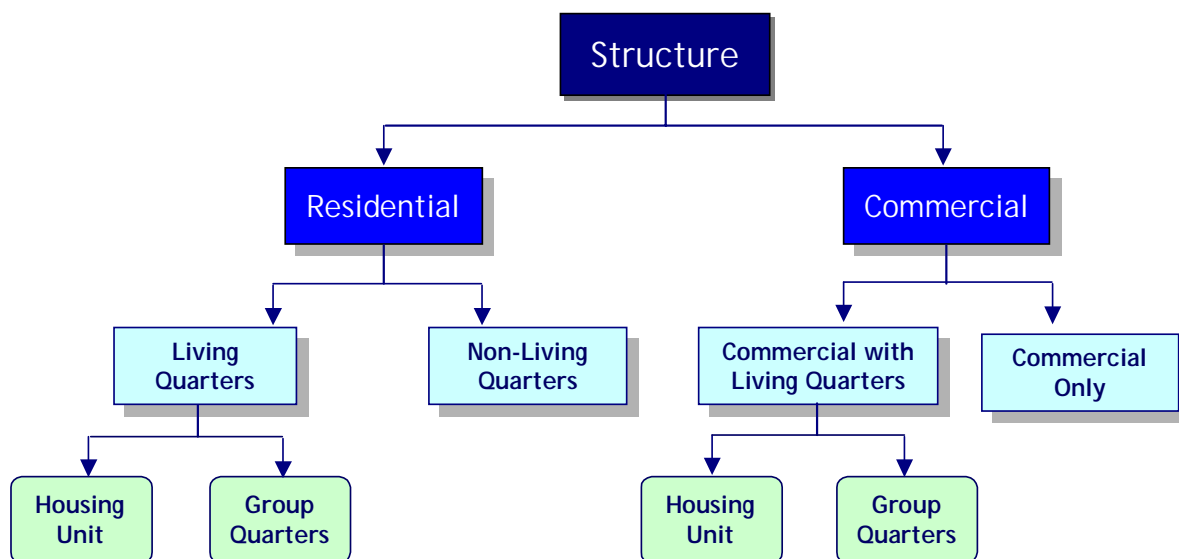


Figure 1-2: Identifying Living Quarters

### Living Quarters

*Living quarters* are intended for residential occupancy and may be located within a traditional house, apartment, trailer, or in a nontraditional tent, boat, container. Living quarters are classified as either housing units or group quarters.

### *Housing Unit*

A *housing unit* (HU) is identified as a house, apartment, mobile unit or trailer, a group of rooms, or a single room occupied as separate living quarters. If vacant, the housing unit is intended for occupancy as separate living quarters.



### *Similarities Between GQs and HUs*

GQs and HUs have similar characteristics and it can be difficult to distinguish between them. Especially multi-unit dwellings that are under identifiable management serving persons with a common characteristic.

#### *Example*

Housing for colleges and universities can be classified as GQs and HUs. University provided housing for unmarried students is considered a GQ; however, housing for married only, a combination of married and unmarried, or housing leased by the university is classified as a HU.



**Appendixes F and G** in the **Form 11-8, Volume I, Listing and Coverage** manual provide detailed tables defining the different types of GQs and how to distinguish between GQs and HUs.

### **Master Address File (MAF)**

The *MAF* is the Census Bureau's permanent list of addresses for individual living quarters. GQs are included in the MAF.

### **Basic Street Address**

A *basic street address* (BSA) defines an address for a structure and can be either complete or incomplete.



## Complete BSA

A *complete basic street address* consists of a house number and a street name and can identify:

- # One or more structures,
- # One or more units within a single structure, or
- # One or more units in part of a structure.

For example: 12002 Oak Ln., Oskaloosa, IA, 52577 is a complete basic street address.

## Review Exercise



Complete the review exercise prior to proceeding to *Lesson 2: GQ Procedures*.





## Lesson 1: Review Exercise

1. Your assignment includes locating and interviewing units 1-15 at the University of Wisconsin's foreign exchange student dormitory. Which is the special place and why?

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2. GQs are common in unit, area, permit, and GQ segments.

True \_\_\_\_\_ or False \_\_\_\_\_

3. A GQ can be occupied or vacant.

True \_\_\_\_\_ or False \_\_\_\_\_

4. Military barracks at Andrews AFB are eligible for interview.

True \_\_\_\_\_ or False \_\_\_\_\_

5. Living quarters for the nursing staff at Pine Meadows nursing home are eligible for interview.

True \_\_\_\_\_ or False \_\_\_\_\_




## Lesson 1: Answer Key

1. The University of Wisconsin is considered a **special place** because it owns and/or operates the GQ.
2. False, **GQs** are commonly found in area segments and GQ segments. They are only found in unit and permit segments under special circumstances.
3. True, **GQs** are a type of living quarters and living quarters can be either occupied or unoccupied.
4. False, military barracks are classified as a **military GQ** and are ineligible for interview.
5. True, the **living quarters** are eligible for interview.



## Notes and Comments



A series of horizontal lines for taking notes, with a faint, tilted image of a spiral-bound notebook and a pencil resting on it overlaid in the center.



## Lesson 2: GQ Procedures

Objectives for this Lesson:

- # Identify and define the resources available for working with GQs.
- # Outline the procedures for locating sample GQs.
- # Outline the procedures for identifying the sample units to interview.



## Resources for Working with GQs

### Resources



The following resources are available when you are working with group quarters segment:

- # Automated Listing and Mapping Instrument (ALMI).
- # Laptop Case Management Display and Interview Instrument for **CAPI** surveys.
- # Control Card and Survey Questionnaire for **PAPI** surveys.

### Additional Resources

- # Form 11-3, Unit/Permit Listing Sheet.
- # Form 11-36, INTER-COMM.

### Automated Listing and Mapping Instrument (ALMI)

The *Automated Listing and Mapping Instrument (ALMI)* is a software package provided on your laptop. It is used to display Census county, tract, and block maps to help you locate sample GQs at the time of interview. At the time of interview, the ALMI is read-only, meaning that you cannot make changes or corrections. Figure 2-1 provides an example of the Census tract map.



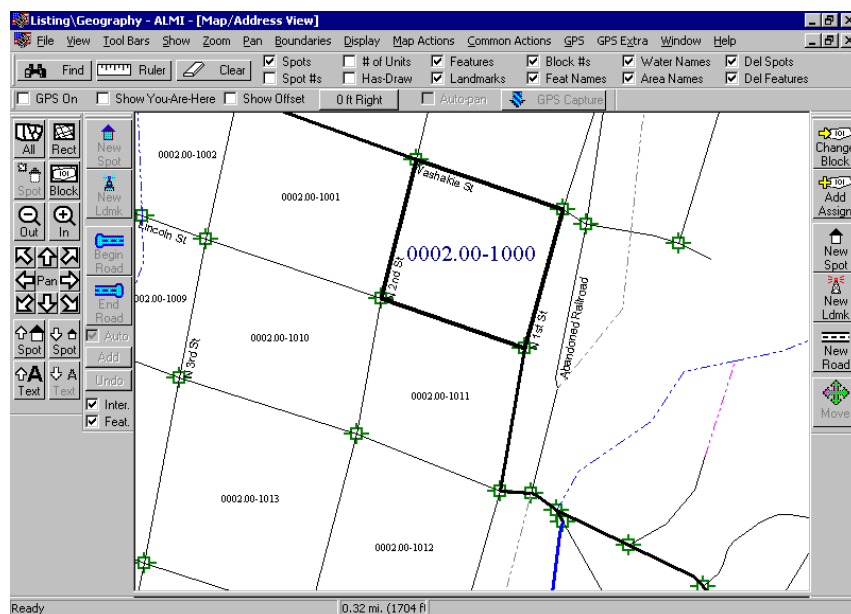


Figure 2-1: Census Tract Map

*Laptop Case Management Display and Interview Instrument*

The *Laptop Case Management Display* (Figure 2-2) and *Interview Instrument* are used to conduct **CAPI** interviews. The display shows the GQ sample address, GQ sample units to interview, and corresponding identification information.

Case Management SURVEY: CEQ ASSIGNMENT PERIOD: 200110

File Edit View Actions Help

F1 Help F2 Interview F3 Next Tab F4 Details F5 Reports F6 Listing F7 Notes F8 View F9 Sort F10 Exit F11 GQ Tools F12

### Case Management - Case List

Control Number	Address	Place Name/City	Zip	Appointment	Status	Telephone#	Int #	Route
06007 1196 Q19 03 101 00	15 WOODCREST DR	DROVILLE	95966		?	- -	04	999
06007 1199 Q19 03 101 00	85 RANCHO VISTA DR 51	DROVILLE	95965		?	- -	05	999
06007 1299 Q19 03 101 00	2731 SAN JOSE ST	CHICO	95926			- -	01	999
06007 1399 Q19 03 101 00	761 ROBINSON ST	DROVILLE	95965			- -	01	999
06007 2198 Q19 03 101 00	584 PLUMAS AVE	DROVILLE	95965			- -	01	999
06007 2297 Q19 03 101 00	1090 COLUMBUS AVE 9	CHICO	95926			- -	01	999
11001 1199 Q20 03 101 00	5210 E ST SE 4	WASHINGTON	20019			- -	01	999
11001 2199 Q20 03 101 00	1115 V ST NW	WASHINGTON	20009			- -	01	999
12011 1197 Q20 03 101 00	3821 ENVIRON BLVD 604	FORT LAUDERDAL	33319			- -	01	999
12011 1296 Q20 03 101 00	4770 NE 15TH TER	FORT LAUDERDAL	33334			- -	01	999
12011 1299 Q20 03 101 00	6841 PEMBROKE ROAD 3	HOLLYWOOD	33023			- -	01	999

Assignment HH Roster Notes Contacts History

Control Number: 12057 1196 Q20 03 101 00 Int Period: 2001/10 Case ID: 00000014 Int # 01

Conf Refusal: No Outcome: 200 Seq Type: GQ Flag: N

Status: Respondent: Correspondent: Phone #1: Phone #2:

Best Time: 00 Best Time Spec: Sunday OK?: OK P/T:

Appointment: 00/00/0000 00:00 Callback:

ADDRESS: House #: 10363 St: CHADBOURNE DR Unit: 33624

City: TAMPA State: FL Zip: 33624

Physical Location: MAILING House #: St: Street: Unit:

Row 14 of 33

Figure 2-2: Case Management Display



## Control Card and Survey Questionnaire

The *control card* (Figure 2-3) and *survey questionnaire* (Figure 2-4) are used when conducting **PAPI** interviews. The control card and paper questionnaire display the special place name (if any), the name and address of the GQ, and the corresponding identification information.

P G M 2	1	SAMPLE		2	PSU-SEGMENT-CK-SERIAL		
6a ADDRESS (Sheet __, line __)							
<div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 60%;"></div> <div style="border-bottom: 1px solid black; width: 15%; text-align: center;">STATE</div> <div style="border-bottom: 1px solid black; width: 20%; text-align: center;">ZIP CODE</div> </div>							
6b What is your exact address? (Make corrections to address above.) <input type="checkbox"/> Same							
6c Is this your mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No – Specify below include ZIP code							
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>							
6d GQ Name				Type Code		Sample No.	

Figure 2-3: Control Card

<p><b>NOTICE</b> – Your report to the Census Bureau is <b>confidential</b> by law (U.S. Code 42, Sections 3789g 3735). All identifiable information will be used only by persons engaged in and for the purposes of the survey, and may not be disclosed or release to others for any purpose.</p>					
<b>BEFORE INTERVIEW – TRANSCRIBE FROM CONTROL CARD</b>					
Sample (cc item 1)	Control number (cc item 2)				HH No. (cc item 3)
	PSU	Segment	CK	Serial	
J _____					

Figure 2-4: Survey Questionnaire



**Additional Resources**

Form 11-3, *Unit/Permit Listing Sheet* (Figure 2-5) is provided for re-listing unit designations. Re-listing is required when the register of units is ineligible or unavailable for use.

FORM 11-3 (6-11-2001)		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		RO	PSU	Segment and suffix		Survey name	
<b>UNIT/PERMIT LISTING SHEET</b>				Type of segment			Expected number of units		
Address				Permit office name					
Post office name		State	ZIP Code	Urban or rural	Permit date of issue			PAL sequence number	
					Year	Month	Day		
County				Permit number (or BSAID or SPID/GQID)				Combined address	
PAL keyed remarks									
Line No. (1)	Unit designation (or apartment number) (2)			Sample Designation (3)	Serial Number (4)		Remarks (reason and date for change) (5)		
1									
2									
3									
<b>Multi-units</b>				<b>Listed and updated</b>					
Name of Complex				FR Code					
Contact Person				FR initials					
Title				Month/Year					
Telephone number				Total number of units					
Footnotes									
Sheet <u>1</u> of <u>1</u> Sheets									

**Figure 2-5: Form 11-3, Unit/Permit Listing Sheet**





Form 11-36, *INTER-COMM* (Figure 2-6) provides you with a way to explain special circumstances to the RO.

<p>Form 11-36 (11-17-99)</p> <p>U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS</p> <p><b>INTER-Field COMMunication</b></p>	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
<p>See instructions on the reverse of copy 2 or 3.</p>	i. Serial number or other identification		j. Sample
<b>Section I</b>	<p>STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)</p>		

Figure 2-6: Form 11-36, *INTER-COMM*



## GQ Procedures

### Overview

For GQs, your assignment may involve locating and interviewing the GQ.

### Locate the Basic Street Address

For **PAPI** surveys, the SP and GQ name and address are printed on the control card label or survey questionnaire.

For **CAPI** surveys, the SP and GQ name and address are displayed on your Case Management display (Figure 2-7).

Identifying the BSA on the Case Management Display screen.

Control Numbers: 11001 2199 Q20 03 101 00 Int Period: 2001/10 Case ID: 00000008 Int #: 01  
 Conf Refusal: No Outcome: 200 Seq Type: GQ Flag: Y  
 Status: Respondent: Correspondent: Phone #1: Phone #2:  
 Best Time: 00 Best Time Spec: Sunday OK?: OK  
 Appointment: 00/00/0000 00:00 Callback: P/T:  
**ADDRESS:** House #: 1115 Sfx: Street: 11 ST NW Unit:  
 City: WASHINGTON State: DC Zip: 20009  
 Physical Location:  
**MAILING ADDRESS:** House #: Sfx: Street: Unit:  
 City: State: Zip:  
 GQ Code: 92 GQ Name: N Sheet #: GQ Register: Action: 00 Line #: Study: CEO A155

Row 8 of 33

**Figure 2-7:** Identifying the BSA on the Case Management Display

Plan your route and travel to the GQ. If the SP and GQ information is not sufficient and the telephone number is available, call and get directions. If the telephone number isn't listed on the resources provided, try to look it up in the directory using the name or address, and call for directions. If you are still unable to locate or contact the GQ, contact your RO.



## What is a Contact Person?

A GQ *contact person* is someone who is knowledgeable about the GQ, its residents and register (if any), and supervises or maintains the functioning of the GQ in some way. A contact person may be a manager, nurse, guard, administrative personnel, and/or custodian.

If a GQ contact person and telephone number are provided and you discover a change, enter the information in the *Notes* section of the **CAPI** or **PAPI** survey interview instrument.

### Example

If the Chelsea International Hostel is in your sample, you can call the contact person listed to get directions to the hostel.

## Trouble Locating the GQ

If you are able to find a GQ, but it was difficult to locate or there was an error in the BSA, correct the address information or directions to the GQ wherever they appear.

For a **CAPI** survey, enter the corrected address in the address screens of the Case Management display, as well as in the survey instrument. Enter any additional information or directions in the *Notes* section and send an email message to your RO.

For a **PAPI** interview, enter the corrected address information on the control card (Figure 2-8). Explain the situation and enter any additional information or directions to the GQ in an INTER-COMM and send it to your RO.

P G M 2	1	SAMPLE	2	PSU-SEGMENT-CK-SERIAL			
		2249	94587	1036	7	32	
6a ADDRESS (Sheet __, line __)							
<div style="border: 1px solid red; padding: 2px; display: inline-block;">1106</div> <del>1306</del> Woodland Park Circle							
PLACE Norman						STATE OK	ZIP CODE 73069

Corrected address information.

**Figure 2-8:** Corrected Address on a Control Card



*Unable to Locate the GQ*

If you exhaust all possible sources and still cannot locate the GQ, do the following:

1. Call your RO and explain what steps were taken to locate the GQ.
2. Give your RO identification information from the ALMI, **CAPI** survey instrument, listing sheet, control card, or survey questionnaire.
3. Make another attempt to locate the GQ if your RO is able to provide any additional information.
4. If you are still unsuccessful, explain the situation to your RO by telephone or email message. When your RO determines that all resources have been exhausted, the sample units will be classified as a **Type A, Non-interview - Other, Unable to Locate the GQ**.
5. Explain the situation in the *Notes* section of the interviewing instrument.



Additional information for locating GQs is covered in **Module 5.2** of the **Form 11-8, Volume I, Listing and Coverage** manual.





*Scenario*

Your assignment includes Laredo Job Corps Center. The basic street address provided is incorrect; however, you are finally able to locate the center. What steps should you follow if you are conducting a **CAPI** survey?



*Solution*

1. While completing the assignment, try to make a contact with a manager, administrative personnel, and/or custodian for future reference.
2. Correct the address in the Case Management display, and enter the contact information and directions in the *Notes* section of the instrument.
3. Prepare an email message or INTER-COMM to the RO explaining the changes and include the new contact information.

## Identify the Sample Unit for Interview

For **CAPI** surveys, the sample unit is shown on your Case Management display. For **PAPI** surveys, the sample unit is identified on the control card label or survey questionnaire.

How GQ sample unit designations are presented to you depends on whether the GQ was listed using:

- # The Register Method.
- # The Complete Listing Method.



## The Register Method

The *register method* is a list of units in a GQ. The register may be a computer file or print out, typed, handwritten, index card file, or floor plan. The types of units in the register may be rooms, beds, names of GQ residents, or any combination of these. Most importantly, the number of units listed in the register is included.

---

The register must only contain the GQ units.

---

Based on the number of units in the register, sample units are selected. They are designated by their position in the register and identified on the Case Management display and control card or questionnaire by a unique four-digit REG #.

*Example* The register may identify the dorm rooms at Clara Barton Nursing School. There may be 150 dorm rooms at the nursing school and the dorms selected for interview may be included in the register as REG 0025, REG 0050, REG 0075, and REG 100.

It is important that the register is up-to-date and useable. The number of units in the register at the time of interview may differ from the number of units that existed at the time of listing. Or the type of register or register entries may change. Regardless, you should still be able to apply the REG # when you arrive to conduct the interview.

### *Applying the REG # to the Register*

Using the example given above with nursing dorm rooms REG 0025, REG 0050, REG 0075, and REG 0100. First, count down to the 25<sup>th</sup> entry on the register to identify the sample unit designation. Then, transcribe it to the **CAPI** Case Management display, or **PAPI** control card or questionnaire address label for REG # 0025.

For REG 0050, count down to the 50<sup>th</sup> entry on the register and transcribe that entry. Repeat the process for REG 0075 and REG 0100, counting to the 75<sup>th</sup> and 100<sup>th</sup> entries respectively.



*How to Handle  
Register Line  
Numbers, Blank  
Lines, and Crossed-  
Out Entries*

When using a register that has numbered lines, do not rely on the line numbers. **Count** the entries. Some lines numbers may be missing; however, it is important to not include any blank or crossed-out entries in your count.

*How to Handle a REG  
# that is Greater  
than the Number of  
Units in the Register*

If a REG # is greater than the number of units in the register, classify the sample unit as a **Type B Non-Interview - Other, REG # Greater than Number of Units in Register**. Prepare an explanation in the *Notes* section of the **CAPI** or **PAPI** survey interview instrument, and in an email message or INTER-COMM.

*How to Handle a  
Register that is No  
Longer Usable*

If the register is no longer useable at the time of interview, contact your RO.



Refer to [The Register Listing Method](#) in [Module 5.2](#) and [CAPI Survey Interviewing Based on a Register of Units](#) in [Module 5.2](#) of your [11-8, Volume I, Listing and Coverage](#) manual.

**The Complete  
Listing Method**

The *complete listing method* is used when a listing FR determines that a register was not available, not useable, or would not be usable at the time of interview. The FR lists all eligible units, identifying them by room number, bed number, GQ resident's name, or any combination of these.

*Sample Units*

A sample of the units listed is selected. The unit designation of each sample unit is shown on your Case Management display, or **PAPI** control card or questionnaire address label. Usually, you are assigned more than one sample unit to interview in a GQ.



After arriving at the GQ, meet with the contact person to explain the purpose of your visit. You will only have the unit designations of the sample units assigned to you to go by to identify whom to interview. It is important to note that beds are commonly moved around and you may need to verify those in the sample. If a unit designation is a person's name, it should be straightforward to determine if the person is still a GQ resident eligible for interview.

*Unable to Locate All  
of the Unit  
Designations in the  
Sample*

If you can locate some, but not all of the unit designations, interview the ones you can find. Then, assign the appropriate non-interview type and reason to the ones you can't interview. For example, a room may have been converted to non-residential use, a bed may not be in use at the time of interview, or a person may no longer reside in the GQ.

*Unable to Locate Any  
of the Unit  
Designations in the  
Sample*

If you are unable to locate any of the unit designations in a sample because the GQ has changed drastically since it was listed, relist the GQ on a Unit/Permit Listing Sheet and call your RO for sampling instructions.



Details are covered in [Module 5.2](#) in of your [11-8, Volume I, Listing and Coverage](#) manual.

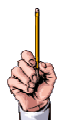
**Conduct the  
Interview**

The procedures used to conduct the interview are determined by how the sample units were listed.



The procedures for conducting **CAPI** and **PAPI** interviews are covered in [Module 5.2](#) of the [Form 11-8, Volume I, Listing and Coverage](#) manual.

**Review Exercise**



Complete the review exercise prior to proceeding to the *Lesson 3: Special Interviewing Situations*.





## Lesson 2: Review Exercise

1. You are unable to locate the Rebel Hill Ranch's bunkhouse and unable to communicate with the contact person listed. If you have exhausted all possible resources and are still unable to locate the bunkhouse, what procedures should you follow?

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2. Officer Smith at the San Antonio Women's Correctional Facility could be a contact person for the GQ.

True \_\_\_\_\_ or False \_\_\_\_\_

3. The complete listing method can be an index file with the list of units in the sample.

True \_\_\_\_\_ or False \_\_\_\_\_

4. Define the register method.

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## Review Exercise



# Test Your Knowledge

5. Identify the following form and explain how it is used.

  U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS  	a. TO:		d. Survey
	b. FROM:	FR Code	
	c. Regional Office		e. Date
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE		
	f. PSU code	g. Segment number	h. Type segment
 See instructions on the reverse of copy 2 or 3.	i. Serial number or other identification		j. Sample
<b>Section I</b> STATEMENT (Answer required: <input type="checkbox"/> Yes <input type="checkbox"/> No)			

---



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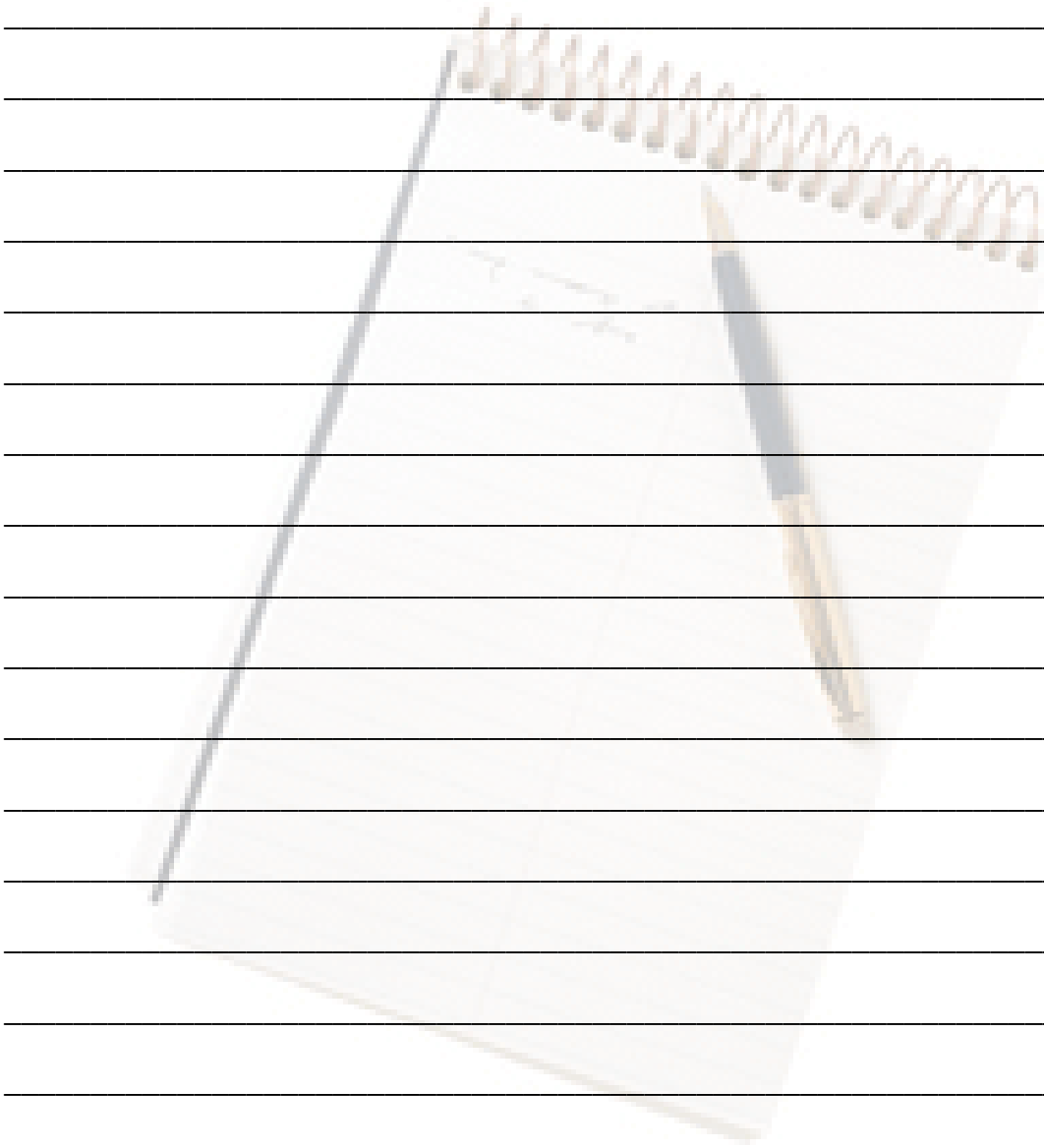


## Lesson 2: Answer Key

1. If you have exhausted all possible resources, [use the following procedures](#):
  - # Contact the RO and let them know what steps were taken and provide them with the GQ identification information.
  - # If the RO is able to provide additional information to help find the GQ, try locating it again.
  - # If the RO determines that all resources have been exhausted, classify the bunkhouse as **Type A, Non-interview** and explain the situations in the *Notes* section of the Case Management display and interview instrument in an INTER-COMM.
2. True, a [contact person](#) is someone who is knowledgeable about the GQ, its residents and register (if any), and supervises or maintains the functioning of the GQ in some way.
3. False, the [register method](#) can be an index file with the list of units in the sample. The [complete listing method](#) is used when a register is unavailable.
4. The [register method](#) is a list of units in a GQ. The register may be a computer file or print out, typed, handwritten, index card file, or floor plan. The register must only contain the GQ units.
5. The image identifies [Form 11-36, INTER-COMM](#). The INTER-COMM provides a way for you to explain or detail special situations to the RO.



## Notes and Comments



## Lesson 3: Special Interviewing Situations

---

Objectives for this Lesson:

- # Identify the similarities and differences between housing units and GQs.
- # Define and outline the procedures for seasonally closed GQs, mergers, replacements, and sensitive GQs.



## Special Interviewing Situations

### Overview

This lesson is intended to provide you with an overview of special interviewing situations. Detailed definitions and additional step-by-step instructions are covered in [Module 5.3](#) of the [Form 11-8, Volume I, Listing and Coverage](#) manual.

### Group Quarters vs Housing Units

As was reviewed in *Lesson 1: Overview of Group Quarters*, GQs and housing units can have similar characteristics. Figure 3-1, shown below, demonstrates living quarters with distinct characteristics that distinguish them as a GQ or HU.

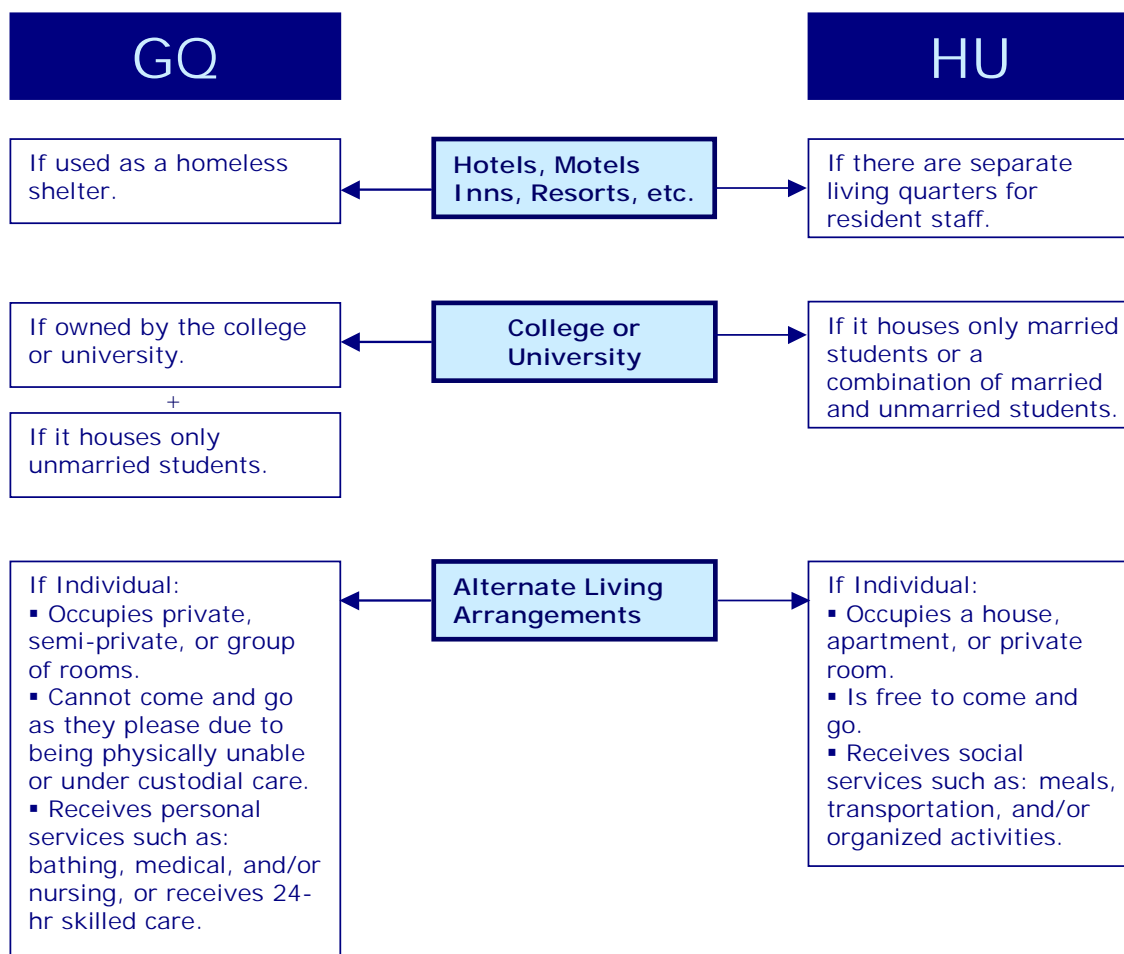


Figure 3-1: Distinguishing Between GQs and HUs





**Appendixes F and G** in the **Form 11-8, Volume I, Listing and Coverage** manual provide detailed tables distinguishing between GQs and HUs.

*Additional Types of HUs Commonly Mistaken for GQs*

The following transient housing units are commonly mistaken for GQs:

- # Boarding houses, rooming houses, and combination rooming and boarding houses
- # Commercial or public campgrounds
- # RV parks
- # Camps
- # Race tracks
- # Fairs, carnivals, and circuses
- # Marinas
- # Truck stops

**What is a Seasonally Closed GQ?**

A seasonally closed GQ is open or occupied only during specific periods of time.

If a count was obtained at a seasonally closed GQ, then that number could be used to select the sample units. The sample units are identified as **Line # \_\_\_\_** in the Case Management display or control card and/or questionnaire label.



**Module 5.3** of your **Form 11-8, Volume I, Listing and Coverage** manual details the procedures for handling seasonally closed group quarters.

*Example*

The Whitewater Instructional summer camp has dorms that are only open for five months a year.

*How to Handle a GQ that is Closed at Time of Interview*

If you arrive to interview and find that the assigned GQ is closed, seasonally or otherwise, classify it as **Type B, Non-Interview - Other, Close Due to (state reason)**.



## **What is a Non-Interview?**

*Non-interviews* typically occur when you arrive to conduct the interview, but you are unable to conduct the interview because the GQ is unoccupied, is not an eligible GQ unit, or for some other reason.

### *Example*

If you arrive at the Sisters of St. Francis' convent to conduct an interview, and the occupants of the convent have gone to South Africa on a missionary trip, you would not be able to conduct the interview.

## *How to Handle a Non-Interview*

Assign the unit the appropriate non-interview code according to the survey's interviewing manual. When in doubt, contact your RO.

## **What are Mergers and Replacements?**

A *merger* is the result of combining two or more units to form one unit. The units could be single unit addresses or units within a multi-unit address.

*Replacements* are structures or mobile homes that now exist as GQ housing where previously structures or mobile homes once stood as GQ housing, but have been demolished or were moved.

### *Example 1*

Two single unit rooms at the Clearwater Lifesharing Home for Handicapped Adults were renovated and combined into one room. The resulting unit is a merger.

### *Example 2*

Clearwater Lifesharing Home for Handicapped Adults was torn down and a more modern facility was built in its place. The new structure is a replacement.

## *How to Handle Mergers and Replacements*

Contact your RO for instructions. Mergers and replacements are uncommon in GQs. They are difficult to resolve without the assistance of the RO, who can access the original listing.





## GQ Type Differs

Occasionally, an assigned GQ may have changed its type or may have been mis-classified when listed.

Sample units based on a register listing method shouldn't be a problem if the register is still up-to-date and useable. However, sample units based on the complete listing method present a problem if the unit designations have changed, because you do not have access to the original listing.

### *How to Handle Differing GQ Types*

If you can identify the assigned sample units, complete the following:

1. List institutional units as **Type C, Other**.
2. Interview the non-institutional units.
3. Make corrections to the **CAPI** or **PAPI** interview instrument.
4. Report the changes and explain the circumstances in the *Notes* section of the **CAPI** or **PAPI** interview instrument and prepare an email message or INTER-COMM.

If you cannot identify the assigned sample units, contact your RO for assistance.



Detailed information is provided in [Module 5.3](#) of your [Form 11-8, Volume I, Listing and Coverage](#) manual.

## What are Sensitive Special Places?

*Sensitive special places* are facilities that may not want their locations known due to concern for the confidentiality and safety of their residents.



The following GQ types are considered sensitive:

- # **GQ Type 701:** Shelters for the Homeless With Sleeping Facilities
- # **GQ Type 702:** Shelters for Runaway, Neglected, and Homeless Children
- # **GQ Type 703:** Shelters for Abused Women (or Shelters Against Domestic Violence)

### *How to Handle Sensitive Special Places*

**GQ Types 701 and 702** are in-scope for demographic surveys and are interviewed. Be aware of their sensitive status and apply care to maintain confidentiality.

**GQ Type 703** is out-of-scope for demographics surveys and will not be selected for interview. If the address in your sample identifies the New Life Family Shelter (a shelter for abused women), do not attempt to interview the GQ. List the sample units as **Type C, Non-interview - Other, GQ is Type 703**.

### **What is a GQ Type 908, Other Non-Household Living Situation?**

**GQ Type 908** identifies youth organizations, such as YMCAs, YWCAs, YHMAs, and hostels that are not covered by other GQ types. It was used in Census 2000 as a catch-all, sometimes incorrectly under the pressure to complete enumeration.

If you encounter a GQ Type 908 that was incorrectly classified, follow the procedures outlined for a *GQ Type that Differs*.



Detailed procedures are provided in **Module 5.3** of the **Form 11-8, Volume I, Listing and Coverage** manual.

### **Review Exercise**



Complete the review exercise prior to proceeding to the *Final Review Exercise*.



## Lesson 3: Review Exercise

1. Mercy House Convent is listed in your assignment; however, when you arrive, you discover that it is now being used as a shelter for abused women. What procedures should you follow?

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2. Identify the following as either group quarters (GQs) or housing units (HUs):

- \_\_\_\_\_ Co-ed dorm with married and unmarried students.
- \_\_\_\_\_ Saddlebrook Preparatory School.
- \_\_\_\_\_ Palm Springs Resort with on-location, full-time staff apartments.
- \_\_\_\_\_ Co-ed dorm with unmarried students.
- \_\_\_\_\_ St. Joseph's Monastery.

3. A benefactor left the University of South Carolina money to rebuild the dean's list student housing. The former dorm was demolished and a new dorm was built. How would the new structure be defined and how would it be handled?

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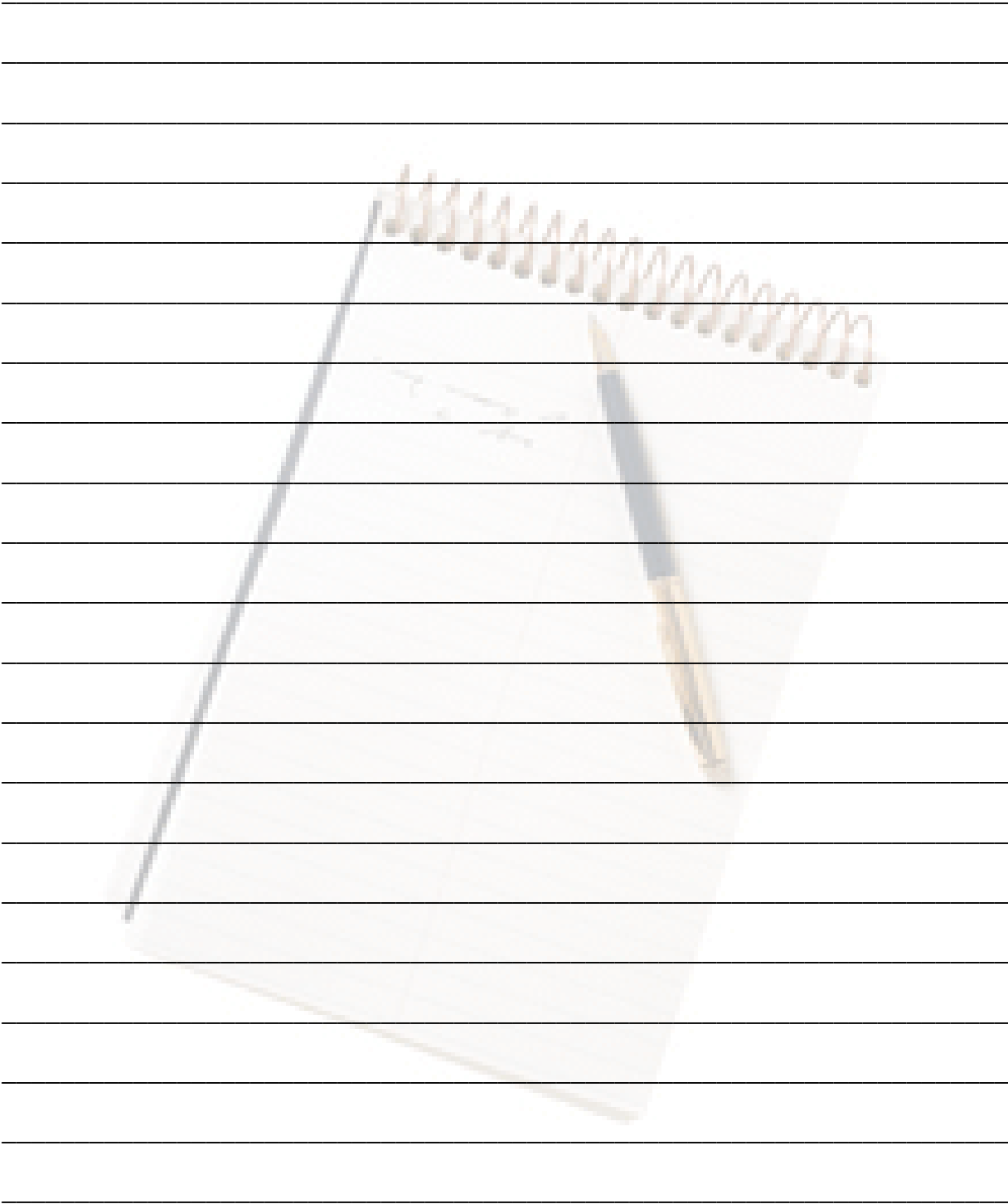


## Lesson 3: Answer Key

1. Shelters for abused women are classified as **sensitive special places** and therefore are not interviewed. Classify the sample as **Type C, Non-interview - Other, GQ is Type 703**.
2. HUs Co-ed dorm with married and unmarried students.  
GQs Saddlebrook Preparatory School.  
HUs Palm Springs Resort with on location full-time staff apartments.  
GQs Co-ed dorm with unmarried students.  
GQs St. Joseph's Monastery.
3. The new dorm would be considered a **replacement** and you will need to contact your RO for what procedures to follow.



## Notes and Comments



## Final Review Exercise

1. Match the corresponding terms with the appropriate situation:

_____	Replacement	A. You arrive at the Adventures Abound camp to interview units 1-4 in Building A; however, the vocational facility is closed for the winter.
_____	Register of Units	B. Over the summer the co-ed athletic dorms for the University of Kentucky were torn down and new dorms were built.
_____	Sensitive Special Place	C. The Samaritan House for Abused Women.
_____	Non-interview	D. University of South Carolina's freshman, unmarried student's dormitory list of occupants and/or rooms.

2. What are the similarities between housing units and GQs?

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3. Aramark Correctional Facility has separate cell blocks for men, women, and juvenile offenders. Which would be considered a special place?

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4. The address for a **PAPI** survey is displayed on the listing sheet.

True \_\_\_\_\_ or False \_\_\_\_\_



## Test Your Knowledge

### Review Exercise

5. The register of units can be a list of rooms, beds, or persons.

True \_\_\_\_\_ or False \_\_\_\_\_

6. The Eastside Inn is considered a GQ because it was used as a shelter for the homeless.

True \_\_\_\_\_ or False \_\_\_\_\_

7. The University of Florida provides housing for married students. These living quarters are classified as GQs.

True \_\_\_\_\_ or False \_\_\_\_\_

8. The Sun City Retirement Community consists of private bungalows and apartments. Residents share a club house, tennis courts, and pool, and are free to come and go as they please. Is it classified as a GQ or housing unit and why?

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9. Your assignment includes the Sacred Heart convent; however, you are unable to locate the address and the contact information is outdated. Outline the procedures you must follow to complete the assignment.

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## Final Review Answer Key

1. The following matches the terms with their definitions:  

<u>B</u>	Replacement
<u>D</u>	Register of Units
<u>C</u>	Sensitive Special Place
<u>A</u>	Non-interview
2. Both housing units and GQs are **living quarters** and can be either residential or commercial.
3. The Aramark Correctional Facility is considered the **special place** because it is a parent organization that owns and is responsible for the various cell blocks. The cell blocks are group quarters.
4. False, the **address for PAPI interviews** is displayed on the control card or survey questionnaire.
5. **True.**
6. **True.**
7. False, the living quarters are considered **housing units** because the students are married.
8. The Sun City Retirement Community is considered **housing units** because the occupants are free to come and go as they please, they occupy private quarters, and they only receive social services.





9. To complete the assignment:
  - a. Contact your RO and explain what steps you have taken to locate the convent and provide the sample identification information.
  - b. If the RO is unable to provide you with any information to help locate the convent and you are still unable to locate the convent, classify the sample as **Type A, Non-interview**.
  - c. Explain the situation in the *Notes* section of the interviewing instrument.



## Record of Time Spent on Self-Study

Date	Time		Total Time
	Begin	End	

Total Time = \_\_\_\_\_ hours \_\_\_\_\_ minutes

